

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 25<sup>th</sup> September 2012 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the October meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Philip Ashton	(PA)
Cllr Colin Lethbridge	(CJL)
Mrs Carol Leversha	(CL)
Mrs Angela Sayers (RFO)	(AS)
Mrs Claire Rowe (ZCC Admin)	(CR)

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**62/12 APOLOGIES FOR ABSENCE**

Peter Crawley

**63/12 CHAIRMAN'S ANNOUNCEMENTS**

None.

**64/12 MINUTES OF PREVIOUS MEETING**

Minutes from the meeting of 21st August 2012 (53/12 – 61/12).

**RESOLVED**

Minutes 53/12 to 61/12 were agreed as a true record and signed by the chairman.

**65/12 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**66/12 CONSIDER CRIME AND DISORDER IMPLICATIONS**

The Chairman reminded members of their duty to consider any crime and disorder implications that might arise from any decision that they might make at this meeting.

**67/12 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

No public were present at the meeting.

**68/12 Zebon Copse Centre (ZCC)**

**1. Building Maintenance Contract**

The Administrator requested the renewal of the current contract .This was agreed.

**RESOLVED**

The Finance Committee agreed to renew the contract for another 12 month period.

**ACTION**

CR/SS to organise.

**2. Blinds**

The FC discussed the ongoing problems in both halls with the blackout blinds coming out of their runners. The blinds are now fraying and frequently become stuck in the rollers causing the mechanism not to work properly. The administrator advised the FC that a Blind company had been called out on 3 occasions to undertake minor repairs, however any future call outs would be charged on a per visit basis. They had confirmed that the blinds had been fitted for commercial use as opposed to domestic use and that the damage to the blinds had been caused by people leaning into them and leaving the windows open when they were down. The FC decided on the following course of action

- 1) Look into the cost of electronic shutters and ask to view other buildings.
- 2) Investigate black out blinds and pull down blinds.
- 3) Leave the side runners at the moment until all other options are explored.
- 4) No further call outs to fix minor repairs.

**ACTION**

CR/SS to actions the above and report back to the FC.

**3. User Contracts**

The FC discussed the contract renewal of one of the regulars. Members agreed in principle to renewing the contract for Summer 2013 with the caveat that annual events such as the fete, dog show and HART FC fun day would take precedence. In addition the rates charged would be increased to fall in line with those levied for other pitch users.

**ACTION**

CR/SS to organise the above

**RESOLVED**

The FC agreed the contract renewal for 2013.

#### **4. Car Park Grate**

The Administrator informed the FC that further problems had been experienced with the grate in the car park coming out of place. A quote had been obtained to repair the drain and clean out the debris from the channel. After discussion the FC agreed that this ongoing issue needed to be sorted and the quote was agreed.

##### **ACTION**

SS/CR to organise the repair

##### **RESOLVED**

The quote to repair the drain and clean the channel was agreed.

#### **5. Playground Repair**

The Administrator advised the FC that the suppliers were on site w/c 10 September to replace the Yukon Log Roll and also to re-set the posts on the Pillars of Hercules. After inspection they advised that there would be no benefit in re-setting the post as it was warped and needed to be replaced. A quote had been received for a new post. In addition unwelcome visitors to the play area had taken a blade of some description to one of the supporting ropes on the Cape Horn and this now required urgent attention. A quote had been received to replace the rope. After discussion the FC agreed to try and repair the damage to the Cape Horn equipment using strong "gaffer" type tape. This was agreed on the basis that an increasing number of youths have been hanging around the centre and further damage could be imminent. The FC also agreed that the Pillar of Hercules should be monitored closely for the time being as it was a low risk item. The FC requested that any forecasted repairs for the remainder of this year be brought to the November FC meeting so they could be considered jointly and help to minimise installation costs.

##### **ACTION**

CL to provide some "gaffer" tape

CR/SS to provide details of all forecasted playground repairs at the next FC meeting

#### **6. Hall Floors**

The Administrator advised the FC that the hall floors both required stripping and re-sealing neither of which had been done since acquiring the community centre. This was agreed and the FC asked the RFO to confirm that this had been provided for in the budget. Once confirmed the FC asked the Administrator to book the contractor with a view to doing the floors during the Christmas holidays.

##### **ACTION**

RFO to confirm the budget figure to the FC.

CR/SS to book the contractor once the budget is confirmed.

#### **7. Rubbish Bins**

The Administrator advised the FC that she had requested quotes from the refuse collectors but they had not been forthcoming yet. It was agreed to defer this agenda item to next month

##### **ACTION**

CR/SS to chase quotes for the replacement of purple "biffa" bin to the next meeting

#### **8. Fire Doors**

The Administrator advised the FC that following the break in last week a local carpenter was called in to repair the damage to the doors.. A quote had been received to replace the double fire doors in the Zebon hall and a quote to re-furbish the existing fire door in the Crookham hall. In addition the FC asked the Administrator to organise some viewing of doors already installed by the company. The FC also agreed that should an emergency situation arise the ZCC Managers should replace the doors immediately at the price quoted. All agreed that a comparable quote would be advantageous before the next meeting if another specialist could be found.

##### **ACTION**

CR/SS to obtain another quote if possible

Following on from the above the FC discussed the recent break in and what other security measures could be taken to protect the building.

##### **ACTION**

CR/SS to raised security under the ZCC agenda list next month

## 9. AOB

### **Building / General Maintenance**

The Administrator informed the FC that following the report from the builders on the state of the roof she was waiting on a quote to repair the four valley gutters on the Crookham and pavillion roof. In addition she had obtained 3 quotes to clear the gutters, level off the cement post on the damaged notice board and weed the small toddler playground. All 3 quotes were agreed by the FC

#### **ACTION**

CR/SS to chase the quote from the builders and circulate to the FC once received.

### **Football Survey**

The FC discussed the survey received from Sam Knowles. All agreed that the survey was not clear or adequate and asked the Clerk to speak to Cllr Ney.

#### **ACTION**

Clerk to speak to Cllr Ney.

## 69/12 FINANCE

### **(i) Cheques for signature**

The cheques were signed

### **(ii) Fixed Bond**

The RFO advised the FC that the take up for the latest bond at NatWest was now full and she was waiting for the next take-up. NatWest were offering two kinds of fixed deposits. The first was a charity fixed rate deposit for 12 months at 2%. Partial withdrawals were not permitted with this bond but early terminations were permitted with 95 days written notice resulting in an early closure fee. The second type was an unbreakable fixed rate deposit for 12 months at 2 1/2 %. No withdrawals or early terminations were permitted with this type of bond before the end of term.

After discussion the FC agreed to place funds in the Charity fixed rate deposit at 2% and the Unbreakable Fixed rate deposit at 2 1/2% for a period of 12 months.

#### **ACTION**

RFO to organise the paperwork once the next take- up starts.

### **(iii) August Accounts**

The August report of the RFO was accepted by the FC

### **(iv) Budget Date**

The RFO suggested Monday 17<sup>th</sup> December. This was provisionally agreed by the FC and would be recommended to the full council at the next meeting.

#### **ACTION**

RFO to recommend Monday 17<sup>th</sup> December for the budget meeting at the next full council meeting.

### **(v) Notice Boards**

The RFO advised the FC that a provision had been made in last years' budget and the current year to provide covered notice boards for the 6 sites. Discussion took place as to the design of the notice board and where the new boards should be placed in proximity to the existing ones. The FC agreed in principal to the funds being spent and asked the Clerk and RFO to come up with a formal proposal. Discussion also took place with regards to the damaged notice board at the community centre and the FC suggested that a wall mounted one might be a better alternative. All agreed that no decisions would be made until the formal proposal was put forward.

#### **ACTION**

RFO/ Clerk to provide a formal proposal.

### **AOB**

SA advised the FC that he would be purchasing some memory sticks. This was agreed.

## 70/12 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

- (i) Next finance meeting – Tuesday 30<sup>th</sup> October 2012
- (ii) The meeting closed at 9.45pm
- (iii) Future FC meetings  
Tuesday 27th November