

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 30th October 2012 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the November meeting for any amendments.

Present

Cllr Julia Ambler (Chairman) (JA)
Cllr Simon Ambler (SA)
Cllr Philip Ashton (PA)
Cllr David Jackson (DJ)
Mrs Angela Sayers (RFO) (AS)
Mrs Sarah Sherman (ZCC Admin) (SS)

71/12 APOLOGIES FOR ABSENCE

Peter Crawley, Colin Lethbridge

72/12 CHAIRMAN'S ANNOUNCEMENTS

None.

73/12 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 25th September 2012 (62/12 – 70/12).

RESOLVED

Minutes 62/12 to 70/12 were agreed as a true record and signed by the chairman.

74/12 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

75/12 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.

76/12 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

Brian Whyatt spoke to the FC about the community speed watch program. Currently he had two teams of 3 people who have been vetted, approved and trained by the police. The camera records licence numbers and the police will send a written warning after 2 offences and will prosecute after 3. The cost needs to be raised by the parishes in the area. The FC asked the RFO about funding and she advised that a provision had been provided for environmental projects in the last budget. The RFO advised the FC that should they wish to proceed her recommendation would be to purchase the camera outright so the asset belongs to them. SA supported this idea and said that the camera could be hired out to other parishes for a fee. The FC supported this idea. It was agreed that this would be an agenda item at the December parish council meeting. The FC asked Brian Whyatt to prepare a paper for the meeting on the 3rd December 2012.

ACTION

AS to advise the clerk to put the community speed watch program on the December agenda.

77/12 Zebon Copse Centre (ZCC)

1. Blinds / Shutters

Shutters

Following on from discussion at the last FC meeting, the administrator informed the FC that she had obtained quotes from two companies to have shutters fitted on the outside of the building. The details were as follows:-

- (i) Company 1 -Option 1 was to provide 6 electrically operated aluminium roller shutters.
Option 2 was to provide 6 manually operated aluminium roller shutters.

- (ii) Company 2 have quoted to provide two wider shutters, one to cover the 6 windows in the Zebon Hall and the other to cover the two windows in the Crookham Hall.
 Option 1 was to provide electrically operated roller shutters with solid slats
 Option 2 was to provide electrically operated roller shutters with solid galvanised steel slats which can be powder coated in black

Blinds

The administrator informed the FC she also had the original blind company back out to quote for replacement black out options on the inside of the building. This would replace the original installed runner blinds which were now mostly damaged and no longer fit for purpose. The two options available were as follows:-

- (i) Option 1 was to provide different roller blinds which would fit at the front of the window recess and over hang the window by approx 3 inches each side. Unlike the existing blinds, these will not have side runners so should not be affected if people leave the windows open or push into them when they are closed.
- (ii) Option 2 was to provide vision panels, similar to those which are currently over the windows on the Crookham Hall door and over the small windows on the fire escape doors. The blind company did express concern that this product was not designed for use on large windows and may therefore not be durable enough for this purpose.

The administrator informed the FC that the PC had installed these blinds in the Crookham hall last year at the request of the playgroup. They have been very durable in practice, as they have no components to go wrong – they can be dropped on the floor and trodden on but survive intact it seems everything except potential scissor misuse. They were connected to the wooden frames via small rivets such as those currently in situ on the fire doors.

After discussion the FC agreed to the following:-

- 1) To propose option 1 for shutters at the budget meeting. The funding for this would come from reserves.
- 2) Blinds – Option 1 – Obtain quotes from two further companies for blinds using black out material and requesting that the cord is attached.

ACTION

AS to include a provision for option 1 - shutters in the 1st draft budget calculations for discussion at the budget meeting.

SS/CR to obtain quotes for blinds – option 1

2. Playground Repairs

The administrator informed the FC that when making their forecast at the beginning of the year, several repairs to the play areas were allocated to Q4 2012 - shown in the table below. In addition, several other items had been noted during recent playground inspections - shown in red and of a more urgent nature.

Equipment	Repair
Long Grand Canyon	Replace Handropes
2 x Short Grand Canyon	Replace Handropes
Swing Sets	Replace 1 x split seat
Toddler Roundabout	Replace split pedal skirt
Pillars of Hercules	Replace warped post
Cape Horn	Replace one rope (knife cut)

The administrator said that in her opinion the 3 items originally forecast for repair this quarter had not worn as much over the Summer months as predicted and therefore repair could be carried forward to 2013 – Q1/Q2. In addition the attempt to repair the Cape horn exposed metal with gaffer tape this month did not work as both times it worked loose when soggy or was removed by users. As a result the exposed metal still posed a risk on this equipment. The administrator also advised the FC that the toddler roundabout pedal skirt needs to be replaced as it posed a finger entrapment risk.

The administrator also advised the FC that the playground inspectors were due to conduct the annual playground inspection over the next few weeks so another option may be to wait and see if they consider the above items to be above 'low' risk status.

After discussion the FC agreed to repairs on the Long Grand Canyon, 2x Short Grand Canyon and the Swing Sets being done in Quarter 1 & 2 next year. The FC also agreed that the items highlighted in red on the table should be done now.

The RFO asked the administrator to double check the fees that the playground inspectors would charge especially after the confusion last year.

ACTION

CR/SS to action the above repairs

CR/SS to check fees.

3. Exterior Bins

The administrator informed the FC of the contractors preferred supplier of bins. (An email of the options for one new bin at the end of the building, was sent around last week with a request for the FC committee to look at the options required). The administrator said that this was now an urgent item as the purple bin was full and needed disposing of ASAP.

The FC looked at the proposed bin options and agreed on a Compass bin plus an maxim budget to secure it to the ground. The FC asked the administrator to check if the bin came with an anchor. The FC then discussed the location of the bin and after looking around the centre agreed that next to the bike shed would be the most suitable place.

ACTION

CR/SS to organise the above

RESOLVED

The FC agreed to purchase a Compass bin for outside the centre .

4. Roof Repairs

The FC discussed the following quotes from the two builders to repair the pitched valleys on the roof of the building.

Quote 1

Quote is for repairs to 6 internal pitched valleys. Their quote includes the supply of all necessary equipment, stripping out valley tiles and setting aside for re-use, removing and disposing of existing valley troughs, supplying and fixing new fibre glass valley troughs, re-bedding salvaged tiles using a 3:1:1 coloured mortar mix and replacing all broken tiles with similar.

Quote 2

Quote is for the repair to 2 right hand valleys at the end of the box gutters. Their quote includes all of the above items for quote1 with the exception of the removal and replacement of the troughs which they do not believe needs doing. The tiles will be re-bedded using 4:1 mortar.

After discussion the FC agreed that the centre's original architect should be contacted to ascertain if a warranty exists for the gully that was repaired as he would have organised this originally. In addition his opinion should be sought on what he thinks needs repairing now even if a nominal fee is charged for his time.

ACTION

SS/CR to contact the architect and report back to the FC.

5. Building Security

The FC discussed various security measures.

The FC agreed that they would like to investigate further before making any decisions.

ACTION

CR/SS to make enquiries.

6. Fire Doors

The Administrator advised the FC that she had now received a second quote.

The Company had quoted to replace both the Crookham and Zebon Hall doors. The replacement would be with wood doors in tongue and groove to match the existing doors. The doors would be guaranteed for 5 years if maintained but, as they do not resist weather over time, their guarantee is only half that of UPVC doors.

The costs to provide UPVC doors instead (both doors) was provided for white, brown and black. White doors have a 10 year guarantee and black and brown a 5 year guarantee.

As a reminder, the original quote from the first company was for the repair of the Crookham Hall door and the replacement of the Zebon Hall doors. The replacement doors would be provided with decorative laminate skins to provide low maintenance and long service life.

After discussion the FC agreed that they needed to view the doors and compare like for like quotes from both companies. The FC asked the administrator to enquire if the first company did UPVC ones. SA offered to visit the companies to view the doors and ask about lead time. The FC agreed a budget for the 2 new doors.

ACTION

CR/SS to enquire if the first company do UPVC ones and obtain costs.

SA to visit the companies to view the doors

RESOLVED

The FC agreed a budget for the two new fire doors.

7. Defibrillator

The administrator advised the FC that users had requested that a defibrillator be provided on site. The FC considered the request and agreed that the idea was impractical.

- (i) **Cheques for signature**
The cheques were signed
- (ii) **September Accounts**
The September report of the RFO was accepted by the FC
- (iii) **Leaf Blowing**
The RFO had obtained a quote for the annual leaf blowing. This was agreed.
RESOLVED
The quote for the annual leaf blowing was agreed.
- (iv) **Bonds**
The RFO advised the FC that NatWest had closed the previous bond before the forms were submitted as the quota was filled. The new rates were 1.75% for general fixed deposits and 2% for unbreakable fixed rate deposits. JA and SA had been advised on the forms when signing prior to the meeting. This was formally agreed.
- (v) **Footpath 1**
SA had obtained quotes for the ditch shuttering for boards and Pegs. The FC agreed the quote.

ACTION

DJ to confirm the dates in January for the completion of the work by the payback team.

DJ to advise SA when to order the materials.

79/12 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

November Agenda Items

Sound installation between the meeting room and hall.

FC meeting dates for the next year.

- (i) Next finance meeting – Tuesday 27th November 2012-11-12
- (ii) The meeting closed at 9.35pm
- (iii) Future FC meetings – Agenda item next month