

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 27th November 2012 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the January 2013 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)

80/12 APOLOGIES FOR ABSENCE

Peter Crawley

81/12 CHAIRMAN'S ANNOUNCEMENTS

None.

82/12 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 30th October 2012 (71/12 – 79/12).

RESOLVED

Minutes 71/12 to 79/12 were agreed as a true record and signed by the chairman.

83/12 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

84/12 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.

85/12 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

86/12 Zebon Copse Centre (ZCC)

1. Fire Doors

The administrator informed the FC that she had obtained an additional quote. This was for the two fire doors in the halls plus the meeting room fire door. After discussion the FC agreed to proceed with this latest quote for the fire doors in the halls but not the meeting room providing the length of the guarantee was circa 10 years. The FC asked the administrator to obtain a revised quote excluding this door and confirm the lead time given of 6-8 weeks. A budget had already been agreed at the previous meeting. The FC also agreed to get a carpenter to replace the existing lock on the meeting room door with a push bar mechanism. The administrator informed the FC that a deposit of 25% was required when the order was placed, 45% on installation and 30% on completion.

ACTION

CR/SS to confirm guarantee length and lead time.

CR/SS to speak to carpenter regarding the replacement of the meeting room lock.

AS to organise the deposit cheque once agreed.

RESOLVED

The fire doors would be purchased once confirmation was obtained of outstanding points raised.

2. Exterior Bin

The administrator showed the new outside bin to the FC.

3. Roofing Repairs

The administrator asked for this agenda item to be deferred to the next meeting as she was waiting on information from the builders. She had obtained a drawing of the roof from the architect highlighting the valleys he believed were done at the time of the centre refurbishment. These drawing were now with the builders. The FC agreed to the deferment of this agenda item.

4. Blinds

The administrator informed the FC that she had obtained two quotes:-

Quote 1 – measurements given on the phone

Quote 2 - supplier came to the centre to measure

Both quotes included installation. The second contractor (Quote 2) advised the administrator that the current blinds and brackets would need to be removed before installation.

After discussion the FC agreed on quote 2 and set a budget for the additional work.

ACTION

SS/CR to contact the contractor.

SS/CR to organise for the carpenter to come in and remove the blinds and brackets.

RESOLVED

The FC agreed the quote for the blinds

The FC set a maximum budget for the additional work required to remove the current blinds

5. Soundproofing Meeting room

The administrator advised the FC that she had a quote for a door sound proofing kit. All agreed that this would make a good start. In addition it was suggested that a curtain made from fire proof material could also be added to run across the side entrance to the stage storage area. JA offered to make the curtain and SA said he would look into curtain material as he had some catalogues.

ACTION

SA to source fire proof material for a curtain.

CR/SS to organise for the door sound proofing kit to be installed

6. Security Alarm

The Administrator advised the FC that she had obtained the costs for centre monitoring.

She explained the procedure of having a list of key holders who would be called out in the event of a break in and after much discussion it was agreed that it was not practical or safe to have members being called out to the building. The FC agreed that no further measures were necessary at this time.

7. Lea Green Play Area

The administrator requested that the remaining equipment be dismantled as it was not safe. The FC agreed to discuss this at the next full parish council meeting.

ACTION

CR/SS to obtain costs to have the playground dismantled.

87/12 FINANCE

(i) **Cheques for signature**

The cheques were signed

(ii) **October Accounts**

The October report of the RFO was accepted by the FC

(iii) **Risk Assessment**

The RFO advised the FC that she had obtained a good proforma risk assessment in PDF format from which they could start a full review. The RFO requested that this be completed after the budget meeting. The FC agreed and requested that the risk assessment be completed before the year end.

ACTION

AS to forward the document to David Jackson so it could be converted into word format.

(iv) **Meeting Dates**

The FC agreed the meeting dates for the next year. These are listed below. A decision would be made in July regarding a meeting in August 2013. As regards a meeting next month all agreed that any urgent issues/cheques required could be dealt with at the budget meeting on the 17th December 2012.

(v) **Young Musician of the Year.**

The FC considered the recent request for a donation and agreed an amount. The cheque was signed at the meeting.

88/12 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Direction of Travel Meeting Wednesday 5th December 2012

Budget Meeting Monday 17th December 2012

FC meeting dates for the next year.

29/1/2013

26/2

26/3

30/4

28/5

25/6

30/7

24/9

29/10

26/11

The Meeting closed at 9pm