

These are the Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 29th January 2012 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the February 2013 meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Philip Ashton	(PA)
Cllr Peter Crawley	(PC)
Mrs Angela Sayers (RFO)	(AS)
Mrs Sarah Sherman	(SS)

01/13 APOLOGIES FOR ABSENCE

Colin Lethbridge

02/13 CHAIRMAN'S ANNOUNCEMENTS

The FC had a brief discussion on the identification of alternative resources for special projects for CVPC such as the recent questionnaire format conversion required for the WEB. All agreed that this area could be discussed further when reviewing the risk assessment document.

03/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 27th November 2012 (80/12 – 88/12).

RESOLVED

Minutes 80/12 to 88/12 were agreed as a true record and signed by the chairman.

04/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

05/13 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.

06/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

07/13 CHEQUES FOR SIGNATURE

The cheques were signed

08/13 Zebon Copse Centre (ZCC)

1. Fence Hillyborrow

The Administrator advised the FC that she had obtained a quote to repair the fence at the back of the ZCC playing fields to Hillyborrow. This included the provision of netting to stop animals from breaking through e.g. badgers and foxes. After further discussion the FC ask the administrator to obtain a further quote for comparison. In addition PA provided the details of another company who could provide a quote.

ACTION

SS to obtain 2 further quotes for the fence repair

2. Junior Play Area

The administrator advised the FC that she had obtained two quotes to replenish the bark level in the junior play area:-

Both quotes included the provision of 5 bags of bark (circa 80ltrs), delivery to site and distribution of the bark over the bare patches in the play area.

RESOLVED

The FC agreed on a quote.

3. Roofing Repairs

The administrator advised the FC that she had received a quote from builders to repair the roof gulleys. They also confirmed that there were 6 valleys which need repairing. A comparable quote was also received.

RESOLVED

The FC agree on a quote.

4. Centre Repairs

(A)Emergency Lighting

The administrator informed the FC that the annual emergency lighting checks had been done on 27th December resulting in quite a few failures.

The Contractor had provided a quote to replace and fit failed emergency lights as follows:

Pavilion Corridor
External by stage door
External over meeting room fire door

He has also quoted to replace the battery packs in emergency lights as follows:

Ladies lobby toilets
Mens lobby toilets
Zebon Hall
Fire exit, Zebon hall
Entrance door in Zebon hall

These lights had passed the basic monthly test that the ZCC Managers carry out but failed on the longer tests of 1 & 3 hours.

There was also a broken light shade and bulb in the gents lobby toilet (emergency light bulb and shade)

In addition to the above the administrator informed the FC that a new timer was required. She advised the FC what this would cost. The FC agreed to the replacement with the caveat that should the whole panel need replacing at a future date that the clock fitted will not be redundant and cost CVPC more money.

RESOLVED

The FC agreed all the above quotes

ACTION

SS to organise the above.

(B)Miscellaneous Repairs

The administrator had obtained the following quotes for various repairs:-

Handrail to be fitted to the side of the stage steps – This is a health and safety issue plus some older members of U3A have advised the administrator that they were struggling to access the stage.

Ladies lobby toilet tap .A similar gents tap was replaced in December.

Repair to the interior walls in the Crookham and Zebon Halls where the paint/plaster was damaged when removing the old blind casings. We already have the necessary spare paint in the paint store.

Fix fire extinguishers to the walls with a small plinth/bracket to make the fitting stronger as both extinguisher pins have come off the wall in the Zebon Hall. Hanging on the walls is a H&S requirement.

Replace broken bulb in Crookham toilet lobby

RESOLVED

The FC agreed to the following:-

Handrail

Ladies toilet tap

Fire extinguisher fixings

Broken bulb

The FC agreed to defer the repairs to the interior walls until the administrator checked if the repair formed part of the original quote when the blinds were taken down

In addition to the above the FC agreed to do a bulk order of bulbs for the centre which SA would organise once the administrator provided all the details.

ACTION

SS to provide SA with all the various types of bulbs that the centre uses.

SS to organise the above repairs

(C)Cleaning

The Administrator advised the FC that a routine cooker clean was required. This price formed part of the contract and was therefore budgeted for.

RESOLVED

The FC agreed to the cooker being cleaned.

ACTION

SS to speak with the cleaning contractor and arrange for the cleaning to be done.

(D)Partition Servicing

The Administrator advised the FC that the partition was now showing signs of wear and tear due to the many regular users. In particular two panels were not sliding properly. No service contract currently exists so the administrator had obtained quotes.

All quotes would include an inspection and service at yearly intervals decided by ZCC.

After discussion the FC agreed on a 1 year contract

RESOLVED

The FC agreed to a 1 year contract.

ACTION

SS to organise

5. Moles

The Administrator advised the FC that Cllr Jackson had informed her that the moles had returned by hilly burrow. She advised the FC of the various quotes and options.

As the above had been quoted without a site visit they were unable to confirm how many canisters were required.

RESOLVED

The FC agreed on a maximum spend.

ACTION

SS to organise

09/13 FINANCE

(i) **November and December Accounts**

The November and December report of the RFO was accepted by the FC

(ii) **Notice Board**

The FC advised the FC that she had received a quote to assemble the 4 new notice boards. After discussion this was agreed.

RESOLVED

The FC agreed the quote to assemble the 4 new notice board.

ACTION

As to advise the clerk.

(iii) **Authorisation Procedures**

The FC discussed the recent snow clearance and the approval procedures. After discussion it was agreed that the administrators could organise 3 visits without further approval for all future snow clearances.

Young Musician of the Year.

The RFO advised the FC that she had recently received the donation back from the organisation as the event had been cancelled.

10/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Agenda Item

JA requested that price increase at the centre should be discussed at the next meeting.

Future Meetings

FC meeting dates for the next year.

26/2

26/3

30/4

28/5

25/6

30/7

24/9

29/10

26/11

The Meeting closed at 9.20pm