

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

Present

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

41/13 APOLOGIES FOR ABSENCE

None

42/13 CHAIRMAN'S ANNOUNCEMENTS

None

43/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 30th April 2013 (31/13 – 40/13).

RESOLVED

Minutes 31/13 to 40/13 were agreed as a true record and signed by the chairman.

44/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

45/13 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.

46/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

47/13 CHEQUES FOR SIGNATURE

The cheques were signed

48/13 Zebon Copse Centre (ZCC)

1. Exterior Fencing

The FC discussed the proposed fence at length and viewed the white lined area outside the centre which indicated the max area and size that could be used. A quote had been received for an area of 21LM. It was agreed to defer any decision to the next FC meeting due to size, usage, and cost concerns.

ACTION

Agenda item for next FC meeting.

2. Business plan for new fenced area

The Administrator informed the FC that there would be no immediate increase in income if the enclosed fence area went ahead. It would benefit several existing users. In the longer term it may encourage new users of the hall but at present no cost benefit could be attributed to this.

3. Contract Renewals

The FC discussed the proposed renewal of the contract for the grounds maintenance. All agreed there were happy to renew the contract for another year.

RESOLVED

The FC agreed to renew the contract for another year.

ACTION

The Administrators to organise.

4. Pitch repairs

The Administrator advised the FC that the end of season pitch repairs were all part of the contract. DJ suggested that we ask the contractor to undertake the watering, if required, of the pitches this year as it should not fall on the administrators to do this type of work. He suggested contacting the contractor firstly to check they were happy to do this and secondly to agree a price for any ad-hoc visits .In addition to the above DJ also suggested getting an independent company to look at the pitches with regard to the drainage as there had been problems with large puddles on the pitch. The FC ask the administrator to talk to the contractor first to see if they could recommend someone.

ACTION

The administrator to organise the above
Agenda item for next month.

5. Decorating

The Administrator advised the FC that she had received a quote for the following:-

Main Hall

White projector screen wall

Kitchen, Office Meeting Room, Hallway & Toiletsx3

All walls, ceilings and woodwork

The contractor would supply all paints (Dulux) and sundries.

The FC agreed the quote.

ACTION

The administrators to liase with the contractor and schedule the work in the diary in order to minimise disruption to users.

RESOLVED

The FC accepted the quote for the centre decorating.

6. Playground Inspection course.

The administrator asked the FC to approve the course for Tabby .This was agreed.

The administrator said she would check the date was agreeable with Tabby.

RESOLVED

The FC accepted the quote for Tabby to attend the playground inspection course in September subject to Tabby being available to attend.

ACTION

The administrator to book Tabby onto the course.

7. ZCC AOB

Signs

The administrator advised the FC that she had received a quote for 3 signs - size 600 x 355mm with fitting. An additional cost would be charged if we wanted one of the signs to be attached to the post that already exists at the back on the field.

RESOLVED

The FC accepted the above quotes.

The FC then discussed the wording that would be required. It was agreed that further research should be done by looking at other clubs, churches and parishes before making any decision. All agreed this would be an agenda item for next month.

ACTION

The councillors/clerk to research the above and report back to the FC.
Agenda item for next month

First aid kits

The administrator showed details of the types of first aid kits available to purchase. After discussion the FC decided on the following:-

First Aid & Eye Care

Accident Book

Both items would go in the pavilion area and the FC requested that regular inventory checks were done to maintain stock levels.

ACTION

The administrator to purchase.

Noise

DJ advised the FC that he had received a complaint from a neighbour regarding noise in the area over the weekend. After much discussion the FC asked DJ to advise the complainant to keep a log of the noise detailing the dates and times. A check would then be done against the centre diary events as it was unclear at this stage if it was the parties at the centre were causing the disruption or a house in the surrounding area.

ACTION

DJ to ask the complainant to keep a log and report back to the FC.

Premises License

DJ requested that the FC look into this to establish what types of license need to be held for the building. All agreed that this had been looked into when the building was taken over. The rules however had changed considerably. The FC agreed this should be investigated further

ACTION

RFO to set up a meeting with the officer from Hart.

Car Park

The FC discussed the proposal of sectioning off the overflow car park for the football groups. DJ also mentioned the idea of extending the car park near Albany Farm. The FC asked DJ to e-mail a map to them with the proposed area marked. In addition he suggested that the curb near the roundabout where the notice board used to be should be levelled off as it was wasting space. All agreed to consider this.

ACTION

DJ to e-mail proposal to the FC.

50/13 FINANCE

(i) April Accounts

The April report of the RFO was accepted by the FC

(ii) CCTV

The RFO advised the FC that further to the previous FC meeting she had received a formal quote.

The FC accepted the quote and asked SA to liase with the contractor before the work commenced.

RESOLVED

The FC accepted the above quote for the additional cameras required at the centre.

ACTION

SA to liase with the contractor

Finance AOB

SA advised the FC that he would be purchasing a new colour printer – costs for this had already been approved at the previous FC meeting.

The RFO said she had asked the internal auditor to quote for the Year End accounts so we would have an idea of costs when we had a meeting to discuss the future audits of CVPC.

40/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings

FC meeting dates for the next year.

25/6

30/7

24/9

29/10

26/11

The Meeting closed at 9.15pm