

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on Tuesday 25th June 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the July 2013 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Philip Ashton	(PA)
Mrs Angela Sayers (RFO)	(AS)
Mrs Rebecca Reilly	(RR)
Mrs Tabatha Powell	(TP)

52/13 APOLOGIES FOR ABSENCE

Cllr Peter Crawley, Cllr Simon Ambler

53/13 CHAIRMAN'S ANNOUNCEMENTS

None

54/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 29th May 2013 (41/13 – 51/13).

An adjustment was made to the heading to incorporate the day of the meeting.

RESOLVED

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

55/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

56/13 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.

57/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

58/13 CHEQUES FOR SIGNATURE

The cheques were signed

59/13 Zebon Copse Centre (ZCC)

1. Exterior Fencing Quotes

The administrator advised the FC that she had received two quotes for erecting fencing and gates to the rear of the centre. The FC discussed the quotes and asked the administrators to put a business plan together and e-mail to all Councillors before the CVPC meeting on Monday. The item would then be discussed by the full council.

ACTION

Centre Managers to complete a business plan and e-mail to all councillors
Agenda item under finance at CVPC meeting on Monday.

2. Dishwasher Insurance Renewal

The Centre Managers informed the FC that she had received a letter informing them that the 1 year manufacturer's guarantee expired on the 18th June 2013. The company had quoted for a further 4 year guarantee. The FC discussed the quote and decided against any further guarantee.

RESOLVED

No further guarantee would be purchased for the dishwasher.

3. Car Park Bushes

The Centre Managers advised the FC that there had been concerns over the visibility of other cars when approaching or exiting the car park, as some of the bushes were now so big they blocked the view. A quote had been received to cut

the bushes down to 3ft. The cost included the removal of all the debris. The FC agreed the quote.

ACTION

The administrator to organise the above

RESOLVED

The FC accepted the quote to trim the car park bushes.

4. Fire Risk Assessment

The Centre Managers advised the FC that the recent report highlighted some areas for improvement. They were as follows:-

Signage (interior and exterior)

The Following signs were required:-

Fire Action Signs

Direction Arrows

Push to Exit Signs

Fire Door Keep Shut sign

Extinguisher (water) sign

The costs quoted included the removal of the old signs.

RESOLVED

The FC approved the above.

Emergency lighting

Replace 7 x Exit Box Light (maintained fittings).

Install an 8w Bulkhead in the Kitchen.

Install 2 x Bulkhead fittings O/S Exits

Install 1 x 2D fitting O/S Exit to play area.

The FC discussed the above requirements and decided to get a second opinion from the architect. In the event that he agreed with the changes proposed a second quote should be obtained from another company and reported back to the FC.

ACTION

The Centre Managers to speak to the architect.

The Centre Managers to obtain a second quote if required.

Fire Alarm

Install 6 x Void detector and remote indicators in the roof space.

The FC discussed the above and requested the Centre Managers to speak to the Architect to establish if this was necessary.

ACTION

Centre Managers to speak to the architect and report back to the FC

General maintenance to fill holes and gaps to stop the spread of fire

The FC agreed to defer this agenda item to the next meeting when a quote was available

ACTION

Centre Managers to obtain a quote for the general maintenance work

5. Cleaning Contract

The Centre Manager advised the FC that she was awaiting quotes. These would be available for the July FC meeting.

ACTION

Centre Managers to get 3 quotes for the cleaning contract.

6. ZCC AOB

Signs

The Centre Manager advised the FC that she had received a quote with the wording that the clerk proposed. To erect the signs would incur an additional charge. In addition a further cost would be imposed 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.

ACTION

The Centre Managers to organise the above.

Fire Warden Training

The Centre Manager advised the FC that she had received a quote for the fire warden training. This was agreed. The FC ask the Centre Manager to confirm the max number of people that could attend for that cost.

ACTION

The Centre Manager to confirm the max number that can attend for the cost quoted and e-mail all councillors to ask if anyone wants to attend.

RESOLVED

The FC accepted the quote for the fire warden training for the Centre Manager.

Playground Surfacing

The Centre Manager advised the FC that there was subsidence in the toddler play area around the swings which required a wet pour patch repair.

In addition the loose fill play bark on the junior playground was at an unacceptable low level. A contractor had quoted for the toddler area repair and for the woodchip to top up the junior area to an acceptable level.

The FC approved the quote of for the toddler area.

The FC further agreed that the full council needed to approve a max budget for the woodchip as this exceeded the budget limit set at the beginning of the year. The FC asked the Centre Manager to obtain another quote for the woodchip in view of the value. In addition the FC suggested that costs could be cut by enabling direct access to the play area by the lorry via the removal of a fence panel. This would enable the woodchip to be loaded directly onto the play area rather than being transported from the car park and resulting in increased costs.

ACTION

Centre Manager to obtain a second quote for the woodchip with the above suggestions to reduce costs.

RFO to agree a budget for the woodchip at the full council meeting on Monday.

RESOLVED

The FC approved the quote for the toddler area wet pour patch repair.

Chair Trolley

The Centre Manager advised the FC that she had received complaints from regular users that one chair trolley for the centre is not enough. A second chair trolley could be purchased from UK Office Direct. This was approved.

ACTION

Centre Manager to purchase another chair trolley.

RESOLVED

The FC approved the purchase of a chair trolley.

Toddler Play Area Bin

The Centre Manager advised the FC that rubbish was being continuously strewn across the playground by vandals and foxes. In addition people were putting dog

mess in the bin after they had picked it up after walking their dog and this was also being strewn across the floor of the playground. A quote had been received to remove the bin in the toddler playground and then install a new one on the other side of the fence. The Parish Council would need to purchase a new bin unit. The FC approved the quote from Andy Fisk and asked the Centre Managers to investigate the price of a new bin. The RFO suggested a company for the new bin unit.

ACTION

Centre Managers to investigate the cost of a new bin unit and report back to the FC.

RESOLVED

The FC accepted the quote of to move and install the bins.

Five Year Electrical Service

The Centre Manager advised the FC that she had received a quote to carry out electrical periodic inspection and testing .This was agreed

RESOLVED

The FC approved the cost for the five year electrical service

ACTION

Centre Managers to organise the above

Playground Repairs

The Centre Manager advised the FC that she had received a quote for various equipment repairs. The FC agreed to defer this agenda item to the next meeting so everyone could review the list.

ACTION

Agenda item for next FC meeting.

Car Park lights

The RFO advised the FC that the work would start WC 15th July 2013.

Lone working / Car park Spaces

The RFO advised the FC that the clerk had requested the following

- 1) Centre Managers must not be the last person to leave the building
- 2) They need to be able to park their vehicles next to the building. The clerk asked for the disabled bay immediately next to the path to be designated for their use. It would also stop people take a short cut across the flower bed. A further disabled bay could then be added beside these spaces.
- 3) Car park spaces need to be relined and numbered.

Point 1 - FC agreed

Point 2 - The FC asked the Centre Mangers to check the legal requirement for both the number of disabled spaces that should be provided and the location. The FC suggested talking to the architect first as this was something that would have been covered when the building was handed over to the Council. In addition the FC suggested that the words 'Staff' and 'disabled ' were painted on those spaces.

Point 3 – The FC would like the clerk to get a quote for numbering and relining.

The FC agreed to defer any decision till all the information was available

ACTION

Clerk to obtain quote for lining and numbering.

Centre Managers to check legal requirements for Disabled spaces.

Agenda Item for next FC meeting.

Playground Inspection Course

The Clerk has asked to attend a course. This was approved

ACTION

Centre Managers to book course for clerk.

RESOLVED

The FC approved a playground inspection course for the clerk.

Football

The FC discussed the recent unauthorised use of the pitches and all agreed that checks would be made in the evenings to establish what groups are using them.

Rates

The FC agreed discussed centre rates.

60/13 FINANCE

(i) Accounts

The May report of the RFO was accepted by the FC

61/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings

FC meeting dates for the next year.

30/7

24/9

29/10

26/11

The Meeting closed at 9.55pm