

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on Tuesday 30th July 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the October 2013 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Peter Crawley	(PC)
Cllr Philip Ashton	(PA)
Cllr David Jackson	(DJ)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabatha Powell	(TP)

62/13 APOLOGIES FOR ABSENCE

Cllr Wendy Makepeace

63/13 CHAIRMAN'S ANNOUNCEMENTS

The chairman advised the FC that delegated authority had already been passed for the capping of the showers.

64/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 25th June 2013 (52/13 – 61/13).

RESOLVED

Minutes 52/13 to 61/13 were agreed as a true record and signed by the chairman.

65/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

66/13 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.

67/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

68/13 CHEQUES FOR SIGNATURE

The cheques were signed.

69/13 Zebon Copse Centre (ZCC)

1. Car Park white lining

The Centre Manager informed the FC that she had received clarification on the number of disabled spaces that should be available at the centre. It should be 10% of the total. Once the work was completed the number of ordinary bays to disabled bays would be 41 to 3 respectively so satisfied the guidelines.

The centre manager/RFO informed the FC that they had received two quotes for the work. Both quotes were based on the specification provided by the clerk. The FC decided on a quote but asked for clarification on the markings required for the crossed hatched area by the path. A budget was agreed so the later could be incorporated into the quote.

ACTION

Clerk to get revised quote to incorporate the hatched area.

RESOLVED

The FC accepted the quote with the above action and agreed a budget.

2. Cleaning Contract (The FC agreed this was a confidential item)

The FC discussed the quotes.

RESOLVED

The FC agreed on a quote with conditions being satisfied first.

3. Play Area Bark

This agenda item was removed as the FC had already agreed the quote.

4. Play Area Repairs

The Centre Manager advised the FC that she had received a quote for the following urgent repairs:-

Trailblazers

Infill splits in timbers on Everglades and secure all loose fixings on Trailblazer items

Okavango Swamp

Remove vandalised foot rope and supply and fit new one

The FC agreed the quote.

RESOLVED

The FC accepted the quote for the above playground repairs.

ACTION

Centre Managers to organise

5. Contact Information at Centre

Pitch Signs

The FC had already agreed the cost for 3 signs . The Centre Manager advised the FC that a fourth sign and pole was now required. A revised quote had been received for 4 signs plus an additional cost for fixings where required. The RFO informed the FC that she had a quote to install a new pole but the FC would need to source a pole separately. DJ recommended using the pole by the roundabout as you came into the centre rather than buying one. This was agreed. The FC also agreed that they could put the signs up themselves rather than pay the sign company to do it. The FC agreed that 2 of the signs would be attached to poles (one at the back of the field and one near the roundabout), one to the wall and the final one to the mesh fence. This would mean only 1 fixing kit would be required for the sign to be attached to the mesh fencing.

DJ recommended that before proceeding another quote should be sought from a local company he is familiar with. This was agreed

ACTION

DJ to provide the details of the company to the Centre Managers so a second quote could be obtained

Centre Managers to e-mail second quote to the FC so a final decision could be made between the two.

Warning Signs

The Centre Manager advised the FC that the quote had not been received. All agreed that this was no longer necessary as existing health and safety procedure were adequate and the additional signage was not justified.

Play Area Gate Signage

The FC discussed the recent e-mail from the insurance company advising the Parish Council to ensure that there was more than one contact number displayed on equipment. The FC discussed whether it was necessary for new signs to be purchased. DJ suggested adding the additional details to the existing sign – he had the necessary equipment and it would be a small cost to the council. This was agreed.

ACTION

DJ to amend the signs.

6. Fire Risk Assessment

Following on from the previous FC meeting the Centre Manager had now obtained two quotes for the following:-

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 considered the above recommendation from the recent fire risk assessment and agreed to check with the architect first before making any decision.

ACTION

Centre Manager to contact the architect and establish the necessity of this work.

Smoke Detection in Loft Space

Install 6 x void detectors

Quote received.

Option to partition roof and add dampers may avoid the requirement for detection

Quote received

The FC considered the above. DJ suggested getting the Fire brigade in so they could give their opinion on whether this work was required. This was agreed. A max budget was agreed for their visit.

ACTION

Centre Managers to organise the above and report back to the FC.

General Maintenance to fill holes and gaps to stop the spread of Fire

The Centre Manager advised the FC that she had received two quotes.

JA asked for confirmation that the specification given to the companies to quote followed the architect's recommendations as per his e-mail. This was confirmed.

The FC agreed on a quote with the caveat that confirmation was obtained as to the contractor's credentials.

ACTION

Centre Manager to check the credentials of the supplier and report back to the FC

RESOLVED

The quote was agreed with the caveat that credentials were established first.

7. Centre Bin

The RFO advised the FC that she had received a quote for a Futuro Litter bin and ground locking system (same as the one at Lea Green). This was agreed. The FC asked the RFO/Centre Managers to check that the contractor were happy to empty this type of bin before ordering it.

RESOLVED

The FC agreed to purchase a new bin for the Centre once confirmation was obtained from the contractor.

ACTION

RFO/Centre manager to speak to the bin contractors.

RFO to order the bin once confirmation obtained that the contractor was happy to empty it.

8. Play Area Enclosure

The Centre Managers advised the FC of the various quotes that had now be received:-

Quotes for erecting fencing and gates to the rear of the centre

2 quotes received

Further discussion had resulted in another quote for fencing within the Toddler Play Area itself:

(There were concerns were that this area was very small and had a tarmac finish which was not necessarily suitable)

Quote received to overlay wet pour on existing tarmac area..

The Centre Manager advised the FC that with the departure of the Playgroup and enquiries in from two other Playgroups, both of whom had asked about the provision of outdoor play, the need for an enclosed area needed to be discussed again. The additional income generated from a new group and our business proposals to upsell to weekend users would mean that this provision would pay for itself within a very short time frame. In addition Ofsted were unable to award a Playgroup an "outstanding" unless this provision was made.

The FC considered the above and asked the Centre Manager to contact Ofsted and confirm what was considered an acceptable size for an enclosed area taking into consideration the numbers in each play group. In addition the FC asked the centre Manager to contact the users and ask them their requirements.

ACTION

Centre Managers to contact Ofsted and Potential Play Groups interested and check their requirements.

Agenda Item for next meeting

9. Minor Matters

Marketing Budget

The Centre Manager advised the FC that she may need to use some of the Marketing Budget to generate interest for summer camps and kids clubs. This was agreed. JA suggested use could be made of the colour printer.

Lock Change for Sports Pavilion

The Centre Manager advised the FC that there had been numerous occasions where the grounds contractor had found the sports pavilion door either open or unlocked. It had become apparent that too many people seemed to have a key to the door. A quote had also been obtained to get the lock changed. A quote was also received to fit a new restricted section cylinder not linked to the existing system with ten keys. Any additional keys would incur additional costs. The FC discussed the above and agreed to proceed with changing the lock. Before ordering the FC asked the Centre Manager to confirm that the keys could not be cut on the high street. The FC also recommended implementing a deposit per key per user in order to deter users from not returning the keys.

RESOLVED

The FC approved the quote.

ACTION

Centre Managers to confirm with that the keys could not be cut on the high street before placing the order.

Centre Managers to implement new key deposit system.

Capping off of showers

This item was removed from the agenda as the cost had already been agreed

Junior Play Area

The RFO advised the FC that she had obtained a quote to cut the branches overhanging the play area fence. This work did not form part of the contract work on the play areas.

The FC agreed the quote

ACTION

RFO to organise

RESOLVED

The FC agreed the quote to trim the overhanging branches in the junior play area.

Hall Partition

The Centre Manager advised the FC that the partition key had been damaged after a recent party. The RFO/Centre Manager advised the FC that the user had been invoiced for the damage already and their deposit would not be returned. The FC agreed the replacement cost.

Resolved

The FC approved a new Z key for the partition.

ACTION

Centre Manager to organise a replacement key.

Amplifier

DJ advised the FC that the leads were pulled due to users placing the unit on the lever. He said he would look at the unit tomorrow to see what could be done to prevent further damage.

Car Park Lights

The RFO asked the FC to approve a further sum due to an issue on site making connections to the mains cable. This was agreed. The RFO advised the FC that once the work was completed she would add the lights to the contract. Once this was completed the timing of the lights could be investigated to ensure that it satisfied the centre requirements.

ACTION

RFO to advise SSE contracting that the cost had been approved

User Contracts

The RFO advised the FC that in light of the playgroup's departure the user contracts needed to be revised to take into consideration the following:-

- 1) 3 month notice period where considered appropriate.
- 2) Immediate settlement of all outstanding invoices once a contract was terminated.

The FC agreed to the above changes

ACTION

RFO/Centre Managers to action the above.

70/13 FINANCE

(i) Accounts

The June report of the RFO was accepted by the FC

(ii) CAB donation

The RFO asked the FC whether a donation would be made to the Citizens Advice Bureau (CAB). The FC asked the RFO to confirm with the Clerk what was minuted and ask the clerk to add this item to the September Agenda. The FC also suggested that the clerk invite a CAB representative to speak at the September meeting.

ACTION

RFO to advise the Clerk

(iii) Annual Return

The RFO advised the FC that the Annual Audit had now been completed with no recommendations. The Annual Return now needed to be presented to the council and a minute needed to be made to show that the Annual Return had been approved and accepted by the council. The FC asked the RFO to add this agenda item to the CVPC meeting in September.

ACTION

RFO to advise the Clerk.

(iv) Twitter

The RFO asked the FC to authorise a further sum so both the Centre Managers could attend the training. The FC agreed a max budget for the training.

ACTION

RFO to advise the clerk

RESOLVED

The FC approved a max budget for the training.

(v) Leaflets

DJ advised the FC that he had received a quote for 300 leaflets.

RESOLVED

The FC approved the quote.

71/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings

The FC agreed a provisional date for an August meeting - 27th. Final confirmation would be made by the Chairman nearer the time to see if everyone was available.

FC meeting dates for the next year.

24/9

29/10

26/11

The Meeting closed at 9.45pm