

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on Thursday 3rd October 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the 29th October 2013 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Wendy Makepeace - Browne	(WMB)
Cllr Philip Ashton	(PA)
Mrs Angela Sayers (RFO)	(AS)
Mrs Rebecca Reilly	(RR)

72/13 APOLOGIES FOR ABSENCE

Cllr Peter Crawley

73/13 CHAIRMAN'S ANNOUNCEMENTS

None

74/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 30th July 2013 (62/13 – 71/13).

RESOLVED

Minutes 62/13 to 71/13 were agreed as a true record and signed by the chairman.

75/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

SA asked the RFO to confirm the wording with the Clerk.

ACTION

RFO to ask the clerk to confirm the wording for the declaration of interest paragraph.

76/13 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.

77/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

No public were present at the meeting.

78/13 CHEQUES FOR SIGNATURE

The cheques were signed.

79/13 Zebon Copse Centre (ZCC)

1. Play Ground Inspections

The Centre Manager (CM)/RFO informed the FC that the current inspectors had gone bust. The CVPC insurers had recommended another contractor. The CM advised the FC that the recommended replacement contractor had quoted a sum plus VAT per site. A second quote had also been obtained for an "out of sequence inspection" from a second contractor as their schedule meant that our area was only covered in May each year. If the FC wait until May 2014 the cost would be an amount for 5 items and then a certain amount per item thereafter from this second contractor.

The RFO advised the FC that the Clerk's recommendation was to move to the second contractor due to the fact that they had been around a long time. In addition the RFO advised the FC that the clerk was concerned about the law with regards to the fact that all play area inspection records had to be kept on file for 21 years and whether there was any comeback on the Council should anything go wrong.

After further discussion the FC agreed on the quote from the first contractor. In addition they asked the CM/RFO to confirm with the clerk that she had all copies of inspection sheets completed by the old contractor. Once confirmation was obtained the RFO would also confirm with the insurers that there was no liability on us as a Parish Council for any issues where they were the inspectors.

ACTION

CM/RFO to speak to the Clerk to confirm all play inspection sheets had been received.

RFO to speak to the insurance company and confirm that the Parish Council had no liability issues going forward.

RESOLVED

The FC accepted the quote from the first contractor.

2. Wi – Fi Access

The FC discussed the following document provided by SA.

Guest WiFi for the Zebon Copse Centre

Background

We currently have two wireless access points in building, one located in the office and one in the roof of the new hall toward the partition end. This gives patchy access around the building due to the way the building has been constructed in sections.

We currently only make the access codes available to Councillors and members of staff. Historically, the reason behind this was because we had very slow connection speed and fairly low monthly bandwidth restriction meaning that we couldn't offer a good enough connection to be able to offer it as a service to users. We have on occasion given users who have specifically requested it temporary logons to access the internet.

Since we moved onto BT Infinity we now have a good reliable connection and higher monthly usage allowance, although still restricted to 100GB.

Points for consideration and decision

Do we wish to offer WiFi hotspot access as a service to users?

If we do, do we charge for it?

We will need to install addition equipment to authenticate and control the guest access, whether we charge or not. Do we wish to purchase the equipment?

Requirements for offering the service

The attached white paper, Appendix B is produced by an equipment supplier and contains quite a lot of technical information, but section 4.1 covers the legal implication of providing the service. In summary we need to ensure that the user has accepted an agreement and takes responsibility for anything that they download.

Costs Implication

Suitable hardware varies considerably depending on sophistication. A suitable gateway controller such as a Solwise WAS-150 costs less, a more sophisticated package which includes a printer for easy granting and control of ad-hoc access is more. If there is a big take up of this option and we may also need to move our broadband package to an unlimited one there would be an additional cost per month.

Other Considerations

Due to the configuration of the building, it is difficult to get good WiFi coverage everywhere. If we were to offer this as a service users would expect better coverage. To achieve that we would need more access points (AP's). The calculation on what and where they would be need to be located haven't been done accurately, but at least two more AP's are required. The cost

of this was then given to the FC

The FC discussed the above and decided on the following:-

- 1) Trial the cheaper package for a year. If the demand increases then the more expensive package should be bought.
- 2) A charge per Ad-Hoc user should be implemented. Free to regular users.
- 3) A new wireless access point should be installed. Max budget agreed. SA advised the FC that he would be happy to install this.
- 4) SA to source an action disclaimer form to absolve CVPC from any individual's illegal actions. The form would be installed at each station.
- 5) CM to maintain a list of code for all users so an audit trail is maintained. The code would also be put on the users invoice.

RESOLVED

The FC agreed to the above points.

ACTION

SA to purchase the hardware required and install.

SA to source disclaimer form and e-mail to the CM.

CM/RFO to implement charge for users.

CM to set up WI-FI codes spreadsheet.

3. Centre cleaning

The CM advised the FC that the new contractors had done a machine clean of the hall floors free of charge following complaints about the cleaning. The CM had also obtained a quote from the current contractor to clean the carpets in the lobby and meeting room. The FC asked the CM to get another quote for comparison. WMB recommended another contractor to get the quote from. This was agreed.

ACTION

Centre Managers to obtain a second quote and e-mail out to the FC.

4. Furniture

The FC gave retrospective authorisation for the purchase of two tables and three chairs.

5. Lights

The FC gave retrospective authorisation for the purchase of an outside sensor light

6. Premises Licence

The CM requested a new premises licence with the centre's correct name – currently has the old Velmead name. This was agreed.

RESOLVED

The FC accepted the quote to update the premises licence with the centre correct name – Zebon Copse Centre.

ACTION

RFO/CM to organise

7. Boiler Room Light

The CM had received a quote for the broken light and casing outside the boiler room. This was agreed.

RESOLVED

The FC accepted the quote.

8. Key Fobs

The CM advised the FC that there was a need for additional fobs due to an increase in users. She had obtained a quote for 5 fobs. As the fobs would need to be programmed into the system a further charge (standard callout charge for ½ hour) and a sum per additional hour would be payable.

RESOLVED

The FC approved the quote for 5 fobs.

(The FC had already approved the implementation of deposit charge per fob to each user to deter misuse at the July meeting)

ACTION

CM to compile an up to date list of all fob users and e-mail to the FC.

CM to speak to Cllr Jackson about the programming of the fobs.

9. Sports Pavilion Showers & Locks

Re-commission disconnected shower in officials changing room

The RFO advised the FC that she had received a query from a user regarding the shower facility in the Officials Changing Room. He had advised the RFO that the referee can refuse to referee the match if no shower facilities are available. He requested an update on where the Council stood with this matter.

The CM advised the FC that she had obtained a quote for the work with no guarantee that the existing shower would be in good working order as it was currently disconnected plus the quote only included a certain number of tiles and more may be required. A second quote was also obtained again with an uncertainty on the number of tiles required.

Both quotes excluded the additional cost of a shower valve if the existing one is not usable.

The FC discussed the matter and all agreed that the showers would not be re-connected. They requested that the Clerk write to all the football users and advise them of this fact.

The RFO asked the FC to consider what could be done with the area going forward and all agreed that this would be an agenda item for the next meeting.

RESOLVED

The FC agreed that no shower facilities would be available in the Sports Pavilion Area.

ACTION

RFO - Agenda item for next FC meeting

RFO to advise Clerk that a formal letter needs to be sent to all the football users advising them of the council's decision

Officials Change Room – Replace Lock

The FC gave retrospective authorisation for the replacement lock on the store room door.

Replace Hot Water Tap Pump In Officials Room

The CM advised the FC that the broken pump needs replacing urgently so that weekly water flushes can be done. A quote had been obtained. The FC agreed the quote and set a max budget to include the labour and isolation work.

RESOLVED

The FC set a max budget for the broken pump

The FC agreed the quote

ACTION

CM to organise the above.

Sports Pavilion External Door

The CM asked the FC to approve a further 10 keys .

(This follows on from the new lock on the door. The FC had already approved 10 keys at the previous meeting in July)

The CM advised the FC that there were more keys issued for the old lock than originally thought.

The FC approved the additional 10 keys with the caveat that the CM first prepares a list of all key users and e-mails to the FC before ordering so the FC can be satisfied that all the keys are required.

RESOLVED

The FC approved the purchase of a further 10 keys for the sports pavilion external door with the caveat as above.

ACTION

CM to send list of key holders to the FC.

CM to order keys once the FC is satisfied.

10. ZCC Minor Issues

Crookham Hall - Playgroups

The CM advised the FC that there had been no forthcoming playgroups to use the centre. The CM requested that the FC approve the marketing of that space to other types of users. The RFO advised the FC that this should be done sooner rather than later in light of the fact that budget work would commence shortly. The FC agreed.

ACTION

CM to start marketing the centre now to new users.

Pest Patrol

The CM advised the FC that the moles were back on the rear field. A max budget o was agreed.

RESOLVED

The FC approved a max budget for the moles.

ACTION

CM to organise

Toddler Playground

The Wet pour around the new bin needs to be sorted.

ACTION

RFO to advise contractor.

Junior Play Area

The fence needs repairing as the posts have dry rot. A quote had been received. A further quote was being sought.. The FC approved a max budget.

RESOLVED

The FC approved a max budget for the fence repair.

ACTION

CM to organise

Junior Play Area Bark

The CM advised the FC that a quarterly rotation of the bark was required to prolong the life of it. A quote had been received. The FC asked the CM to get a comparable quote for the next meeting.

ACTION

CM to get a second quote for the next FC meeting

First Aid Kit

The CM advised the FC that the first aid kit and book were missing from the Sports Pavilion Area. The FC asked the CM to put a sign up saying that the kit and book had been stolen and requesting its return. The sign should be placed where the 1st aid kit would normally be.

ACTION

CM to action the above.

Smoke Detection in the Loft

Following on from the previous FC meeting regarding smoke detectors in the loft the CM advised the FC that the Fire Brigade no longer do visit to advise people. SA said he would make some enquiries with a colleague who was an ex fire officer to see if they could recommend an independent fire risk assessor. In addition The FC requested the CM to get another quote for the maintenance work required.

80/13 FINANCE

(i) Accounts

The August report of the RFO was accepted by the FC

The RFO advised the FC that the September accounts were in drop box

(ii) Dog Bag Dispenser Unit

The RFO advised the FC that she had spoken with John Burton in Crookham Village who advised her that users were putting the poo bags on top of the dispenser unit rather than taking the bag to the nearest bin at the Post Office. He asked if the Council would consider purchasing a bin to go beside the unit. The FC discussed this and decided against the idea

of a further bin due to the issued that it would entail emptying it. However the FC all agreed that posters should be put up around the area to reiterate to users that they must use the bins provided.

ACTION

RFO to ask the clerk about the wording for the signs and whether the Clerk could source some of the signs that were used a while ago in the village.

The RFO advised the FC that she had requested the car park light contractors, to return and sort the temporary tarmac surface.

The RFO also advised the FC that she had requested a quote from the current Internal Auditor for the internal audit function.

81/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings

29th October 2013

26th November 2013

The Meeting closed at 10pm