

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on Tuesday 26th November 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the December 2013 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Peter Crawley	(PC)
Cllr Wendy Makepeace - Browne	(WMB)
Mrs Angela Sayers (RFO)	(AS)
Mrs Rebecca Reilly	(RR)

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**92/13 APOLOGIES FOR ABSENCE**

Cllr Philip Ashton

**93/13 CHAIRMAN'S ANNOUNCEMENTS**

None.

**94/13 MINUTES OF PREVIOUS MEETING**

Minutes from the meeting of 26<sup>th</sup> October 2013 (82/13 – 91/13).

**RESOLVED**

Minutes 82/13 to 91/13 were agreed as a true record and signed by the chairman.

**95/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**96/13 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.

**97/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**98/13 CHEQUES FOR SIGNATURE**

The cheques were signed.

**99/13 Zebon Copse Centre (ZCC)**

**1. General Maintenance**

The CM had received the following quote for various items required at the centre  
Soap Dispensers – This was agreed

Re-adjustment of hot water temperature in disabled toilet – This was agreed

Toilet Roll Holders – supply and fit in Gents & Ladies – The FC decided that sturdier ones were required and agreed a max budget for 3 holders (2 in the ladies and 1 in the gents). The FC asked the CM to investigate the various types and e-mail the FC for final confirmation before purchasing.

Bottle Trap Seal – under sink in officials change - agreed

Window Lock in Crookham Hall- agreed as part of the meeting room door quote below

**ACTION**

Centre Managers to organise the above

**RESOLVED**

The FC accepted the quote as detailed above.

**2. Emergency Lighting**

The CM had obtained a quote for the emergency light testing.

**ACTION**

CM to organise.

**RESOLVED**

The FC accepted the quote.

**3. Building Maintenance**

**Meeting Room Door**

The CM advised the FC that a qualified carpenter was required to repair the door as it was an external one. A quote had been received for a day's labour plus any extra costs if new parts were needed. The contractor also advised that if he was at the centre for a couple of hours then he would just charge for that time. The FC said they were confused by the quotes and asked the CM to confirm the charge for the call out element. A max budget was agreed but should also include the repair to the window lock in the Crookham Hall.

**ACTION**

CM to clarify the call out charges and e-mail the FC.

**RESOLVED**

The FC agreed a max budget for both the meeting room door and Crookham Hall window repair.

**Damaged Office window**

The FC noted and minuted the quote for the repair.

**Electrics & Plumbing Contractor**

The CM advised the FC that after reviewing the yearly schedule of tasks she had come across 3 items that had not appeared to have been done. She had asked the contractor to confirm if they were necessary and they had said no to all of them.

The items were:-

Drains – The FC requested that the drains should be checked on an annual basis. Any other issues would be apparent straight away and could be dealt with accordingly.

Cistern Misers – These control how the toilets flush. Again the FC said any issues would be dealt with as required

Light Sensors – The FC agreed that the car park lights were the only item that this would relate to. AS would deal with the timing of the lights in the next month.

**RESOLVED**

The FC agreed that the above 3 items should not form part of the contracted schedule of tasks

**ACTION**

CM to organise their removal from the schedule.

**4. Minor Issues**

AS advised the FC that one of the regular users had asked if their banner could remain up all year round to help customers find the classes. The FC agreed that although the council could not permit this due to planning regulations, an alternative would be to permit all regular users to advertise their classes and timetables on the centre board.

**RESOLVED**

The FC agreed to all regular users advertising their classes on the centre board.

**ACTION**

CM to advise all regular users

## **100/13 FINANCE**

### **(i) Accounts**

The October report of the RFO was accepted by the FC

## **101/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

Cllr Julia Ambler advised the FC that she had sent a formal response to one of the football clubs regarding the shower facilities and requested that this was minuted.

Cllr Makepeace – Browne advised the FC that she had received an alternative quote for the newsletter . She handed out a sample newsletter. The FC agreed that it preferred the quality of the existing supplier Imprint.

### **Future Meetings - 2013**

10<sup>th</sup> December 2013 – budget meeting

17<sup>th</sup> December 2013

The Meeting closed at 8.40pm