

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on Tuesday 17th December 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the January 2014 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Peter Crawley	(PC)
Cllr Philip Ashton	(PA)
Cllr Wendy Makepeace - Browne	(WMB)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

102/13 APOLOGIES FOR ABSENCE

Cllr Simon Ambler

103/13 CHAIRMAN'S ANNOUNCEMENTS

Cllr Julia Ambler thanked the RFO for organising the Christmas Lunch.

104/13 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 26th November 2013 (92/13 – 101/13).

RESOLVED

Minutes 92/13 to 101/13 were agreed as a true record and signed by the chairman.

105/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

106/13 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.

107/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

108/13 CHEQUES FOR SIGNATURE

The cheques were signed.

109/13 Zebon Copse Centre (ZCC)

1. Contracts

Electrics & Plumbing

The FC discussed the renewal of the contract. After discussion it was agreed to renew the contract for a period of 2 years. The contract could be terminated after 12 months by giving the relevant notice period.

The Contract was signed by Cllr Julia Ambler

RESOLVED

The FC approved a 2 year contract.

Hygiene

The Centre Manager (CM) informed the FC that there were 2 options open to them for the replacement of the toilet roll holders.

Option 1

The contractor had quoted per toilet roll dispenser. The toilet rolls would then need to be topped up by the cleaners.

Option 2

The second contractor had quoted a monthly rental charge per holder for the supply of 4 toilet roll holders with the toilet rolls being changed once a month.

The FC asked the CM to find out the following:-

1) What happens if one of the holders breaks? Do they replace it free of charge?

- 2) Would the Council be provided with a key to the units?
- 3) How much would it cost to have the toilet rolls changed twice a month?

The FC agreed that once they had confirmed the answers and were happy with the outcome the overall consensus was to rent the units rather than buy them.

ACTION

The CM to ask the above questions and e-mail the FC with a view to finalising the FC decision by e-mail before the next FC meeting in January.

2. Centre Maintenance

Dishwasher

The CM informed the FC that she had received 2 quotes.

The FC discussed the charges and also the possibility of replacing it with a commercial one instead of a domestic one. Before any decision could be made the FC agreed that it needed to look into the price of the commercial ones. In the meantime Cllr Ambler said she would get Simon to look at the dishwasher, time permitting, to see if he could locate the problem.

ACTION

CM to investigate the prices of commercial dishwashers

SA to look at the dishwasher, time permitting.

Agenda item for the next FC meeting

CCTV

The CM informed the FC that the police had advised the Council to display CCTV signage not only for awareness but also as a deterrent. A quote had been received. The FC discussed the necessity of the signs and also the fact that the signs may draw attention to the cameras resulting in damage. Cllr Ambler asked if aluminium signs were appropriate for all the area as PVC ones would be lighter. After discussion a max budget was agreed for 3 PVC and 1 aluminium sign (for the mesh fencing).

RESOLVED

The FC agreed a max budget for 4 CCTV signs.

ACTION

CM to e-mail the FC with the final charges before ordering.

Tap

The CM advised the FC that she had received a quote to supply and fit a new tap in the ladies toilet. This was agreed

RESOLVED

The FC agreed the quote for the supply and fit of a new tap.

ACTION

CM to organise

Soap dispenser

The CM advised the FC that another one of the soap dispensers was now broken in the Gents toilets. A quote had been received. The CM pointed out that the replacement one was more robust. This was agreed

RESOLVED

The FC approved the quote.

ACTION

CM to organise

Roof Void works

The CM informed the FC that the contractor had re-quoted for the work as the original quote did not cover everything the architect had suggested. The FC approved a further sum for the work. The RFO informed the FC that a max budget had also been approved for the dampeners but a second contractor had yet to finalise the cost. The FC agreed that as long as the final cost for the dampeners was under the agreed budget it did not need to come back to the FC as an agenda item. The CM could e-mail the final cost to the FC before commencing the work. This would avoid further delays.

RESOLVED

The FC approved a further sum for the roof void works.

ACTION

CM to advise the FC of the Dampeners cost from the second contractor when available.

CM to arrange for the work to be started when appropriate.

3. Playground Maintenance

The CM advised the FC that she had received a quote for the general maintenance work on the play area following the inspection. A quote had been received to fix all the minor faults. The quote excluded the chains for the swings as they did not need replacing at present, just ongoing assessment.

ACTION

CM to organise.

RESOLVED

The FC approved the quote.

4. Regular Users Hire Agreement

The FC discussed Hire Agreements

ACTION

CM to action issues raised.

5. Minor issues

Casual users cash security deposits

The CM asked if deposits could be introduced for all casual users going forward. This was agreed and Cllr WMB suggested this be in the form of a cheque that would not be cashed unless there was damage. This was agreed.

ACTION

CM to implement.

110/13 FINANCE

(i) Accounts

The November report of the RFO was accepted by the FC

(ii) Budget 14/15

The RFO asked the FC if the precept amount should be agreed at the FC meeting or the full council meeting. All agreed that it should be agreed at the full council meeting in January. The FC asked the RFO to e-mail the revised budget and the suggested precept amount to members 2 days before the meeting. In addition the FC asked the RFO to check with HDC that the tax base had not changed before e-mailing.

ACTION

RFO to e-mail information to members 2 days before the CVPC meeting in January.

(iii) Bank Deposits

The RFO advised the FC that NatWest, along with other banks, were not providing any deposit schemes for businesses due to the low interest rates. The RFO had asked the banks to keep her informed should the position change.

The RFO asked Cllr Ambler to sign a letter cancelling a standing order with effect from January.

101/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Cllr Makepeace – Browne advised the FC that she had asked HALC to advise her regarding the possibility of a donation. Cllr Ambler agreed that legal advice would also have to be taken.

Future Meetings – 2014

Tuesday 17th December 2013

Tuesday 28th January 2014

Tuesday 25th February 2014

Tuesday 1st April 2014

Tuesday 6th May 2014

Tuesday 27th May 2014

Tuesday 1st July 2014

Tuesday 29th July 2014

August – no meeting

Tuesday 30th September 2014

Tuesday 28th October 2014

Tuesday 25th November 2014

The Meeting closed at 9.15pm