

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on Tuesday 28th January 2014 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the February 2014 meeting for any amendments

Present

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

1/14 APOLOGIES FOR ABSENCE

Cllr Peter Crawley

2/14 CHAIRMAN'S ANNOUNCEMENTS

None

3/14 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 17th December 2013 (102/13 – 111/13).

RESOLVED

Minutes 102/13 to 111/13 were agreed as a true record and signed by the chairman.

4/14 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

5/14 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.

6/14 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

7/14 CHEQUES FOR SIGNATURE

The cheques were signed.

8/14 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Dishwasher Replacement

The Centre Managers (CM) informed the FC how much a commercial dishwasher with a 2 minute wash cycle would cost. After discussion the FC decided to replace the button causing the issue first to see if that would solve the problem.

ACTION

CM to e-mail model number to SA so a replacement button could be ordered from the manufacturer.

SA to order button.

Oven and Fridge Cleaning Costs

The CM informed the FC that she had obtained a quote for the Oven Clean, fridge clean and de-scaling of the dishwasher.

The FC agreed a max budget and asked the CM to get an alternative quote.

The FC asked the CM to inform the regular users that any food and drink left in the fridge will be disposed of at the end of each week.

The FC asked for the cleaning of the kitchen appliances to be added to the cleaning contract.

ACTION

The CM to speak to the regular users about leaving food and drink in the fridge
The CM to obtain alternative quotes for the cleaning of the appliances and e-mail to the FC before the next meeting.

CM to enquire about adding the cleaning of the kitchen appliances to the existing cleaning contract

Building Work in Roof Void

The CM informed the FC that a lower quote had been received for the roof work. The FC had approved a quote (not communicated to them yet) for this work as there was no comparable quote at the time due to the problem with the dampeners. The CM informed the FC that she had checked though the quote to check it was comparable and followed the architect's recommendations. The FC agreed that if this was the case the lower quote should be accepted.

RESOLVED

The FC approved the lower quote.

ACTION

CM to inform contractor and organise for the work to be started.

Emergency Light Repairs

The CM informed the FC that following the annual emergency light testing 10 battery packs needed replacing so that the emergency lights in these areas lasted the 3 hours that was legally required. A quote had been received. The FC agreed the quote.

RESOLVED

The FC agreed the quote.

ACTION

CM to organise.

Zebon Store Cupboard light

The CM informed the FC that the electrician had identified a problem with the light in the cupboard and had quoted to fix it.

RESOLVED

The FC accepted the quote to fix the light.

ACTION

CM to organise

Waterproofing External Pavilion Door

The CM advised the FC that every time it rained there was flooding on the inside of the pavilion door causing a health and safety issue. A quote had been received to place a rubber strip on the bottom of the door and clear the grass and weeds from the area. This was agreed.

RESOLVED

The FC approved the quote.

ACTION

CM to organise

Crookham Store Room

The CM informed the FC that she had been through the list of items in the cupboard with JA prior to the meeting to ascertain the items that could be disposed of. A quote had been obtained to take these items away. The RFO suggested talking to another contractor first to see how much they would charge so they had a comparable quote. The FC agreed and set a max budget.

ACTION

RFO to speak to another contractor and e-mail quote to the FC.
CM to organise the clearance once the quotes had been compared.

RESOLVED

The FC agreed a max budget to dispose of the items.

Flooring in lobby, Meeting Room and office.

The CM advised the FC that they had two quotes.

The FC agreed that they needed comparable quotes and asked the CM to find out both the life span of all sample types and safety.

WMB asked why this had not been done with to start with as it would have saved time. The RFO said that the quotes had been obtained for the budget meeting purely to see if it was viable. JA added that It was only now the FC were making a decision as to whether or not to proceed with the flooring hence the requirements for more detail. WMB said she was happy to assist the CMs.

ACTION

CM to obtain above information and report back to the FC

FC agenda item next month.

2. External Centre Care

Repair to junior Playground Fence

The CM informed the FC that there were 4 rotten posts at the bottom and the fence had become unstable as a result. 2 quotes had been received.

The FC agreed that wooden posts were a better option in view of health and safety and agreed the first quote.

RESOLVED

The FC approved the quote.

ACTION

CM to organise

Bin

The RFO informed the FC that she had a quote for a new bin plus a ground locking system. The Contractor had advised her he would charge the same as before to install it .This was agreed.

RESOLVED

The FC agreed a max budget for the bin and installation

ACTION

RFO to order and organise installation.

3. Marketing

The CM advised the FC that she had investigated the costs of advertising in the local area and identified the local supplier as the best way to reach the local community.

The FC agreed the costs and asked for the same advert to be used for the Horticultural Society brochure.

RESOLVED

The FC approved the quote as above

ACTION

CM to organise

4. Minor Issues

Re-instate Centre Banner

The CM asked the FC if they wanted the banner re-hung. This was agreed but the banner should be hung on the building not the fence. The FC asked the CM to

assess the condition of the banner and agreed a max budget for a new one if required and a further amount to hang it up.

ACTION

CM to assess the condition of the banner and order a new one if required.

RFO to ask the contractor to hang the banner up.

RESOLVED

The FC agreed to re-hang the banner and set a max budget for a new one if required and a budget to re-hang.

Signage for Centre

The RFO advised the FC that she had received a quote to hang the 4 play area signs and 2 property signs. This was agreed

RESOLVED

The FC approved the quote for the hanging of the signage.

ACTION

RFO/CM to organise

CCTV Signs

The CM asked the FC to approve the ordering of the signs as sent out in the e-mail. This was agreed. The RFO said she would ask the contractor to quote for hanging those signs as well

ACTION

CM to order

RFO to raise Purchase Order

RFO to get a quote to hang the CCTV signs up.

The CM informed the FC that the urinals in Crookham toilets had been fixed and the notice board in the office re-hung for the agreed cost.

9/14 FINANCE

(i) Accounts

The December report of the RFO was accepted by the FC

10/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

SA asked the RFO to review the FC minutes regarding the purchase of a ladder for the centre.

Future Meetings – 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 9.10pm