

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Tuesday 25th February 2014 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the April 2014 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Philip Ashton	(PA)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

11/14 APOLOGIES FOR ABSENCE

Cllr Peter Crawley, Cllr Wendy Makepeace - Browne

12/14 CHAIRMAN'S ANNOUNCEMENTS

None

13/14 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 27th January 2014 (1/14 – 10/14).

Line 109 – delete the word “with”

Cllr Philip Ashton - Finance Committee (FC) – word in full plus abbreviation to be used when first mentioned. Recommendation that this is done in the main paragraph at the top of the minutes and Confidential Action Points. This was agreed

RESOLVED

Minutes 1/14 to 10/14 were agreed as a true record and signed by the Chairman.

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

None.

15/14 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.

16/14 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

17/14 CHEQUES FOR SIGNATURE

The cheques were signed.

18/14 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Replacement Flooring

The Centre Managers (CM) informed the FC that she had met with the supplier and obtained a quote for a safety floor product. The FC examined the samples and colours and decided on classic oak flooring for the entrance, meeting room and corridor. The cupboards would retain the existing carpet for the moment. In addition the FC agreed a further max sum for 2 Shannon rubber edged mats for the entrance. A suggested installation date was the May half term.

ACTION

CM to organise the installation

RFO to organise the 50% deposit when instructed by the CM

RESOLVED

The FC approved the Flooring quote.

Meeting Room Radiator

The (CM) informed the FC that she had a quote for a wall mounted thermostat controlled heater. The FC agreed to defer the decision until a second quote was available.

ACTION

The CM to obtain second quote and circulate to the FC.

Office Vertical Blinds

The CM informed the FC that she had 2 quotes for the replacement blinds. The FC discussed the quotes.

RESOLVED

The FC approved the purchase of the blinds from the agreed supplier.

ACTION

CM to organise installation

Annual Service of Partition

The CM informed the FC that she had been contacted by the supplier concerning the annual service. A quote had been received. The FC discussed the necessity of annual services given that the partition had never been serviced before last year. All agreed to wait another year and review the decision unless a problem was encountered before then.

ACTION

CM to inform the supplier that a service would not be required at the moment.

Agenda item in a year's time

2. External Centre Maintenance

Levelling of junior play area approach

The CM informed the FC that the recent rain had washed away much of the soil around the approach from the field entrance to the junior playground. This had left a trip hazard. In addition the water level in certain areas was quite deep. 2 quotes had been received to rectify the problem. The FC discussed the quotes.

RESOLVED

The FC approved the quote from the agreed supplier.

ACTION

CM to organise

Contract for litter picking

The RFO informed the FC that she had a quote for the Financial Year (FY) 2014/2015. This represented a small increase compared to last year. Both the RFO and CM confirmed their satisfaction with the service. The FC agreed to renew the contract.

RESOLVED

The FC resolved to renew the contract for litter picking for the FY 2014/15 at the agreed cost.

ACTION

RFO to raise purchase order and send to the contractor

3. Minor Issues

Ladder Safety Training

The CM informed the FC that she had received 2 quotes. Both companies would come to the centre and give training on our specific equipment.

The FC agreed the supplier and quote and suggested that as many people as possible attend the course.

ACTION

CM to organise and inform the Council of available dates.

RESOLVED

The FC approved the quote from the agreed supplier.

Swing

The CM asked the FC to approve the call out charge to look at the broken swing. The CM had negotiated the inclusion of a few other items in the toddler play area as part of the call out charge. The FC agreed the quote as the inclusion of the toddler area justified the charge

RESOLVED

The FC approved the quote for the call out charge.

ACTION

CM to organise

19/14 FINANCE

(i) Accounts

The January report of the RFO was accepted by the FC

20/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

None

Future Meetings – 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 9.40pm