

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Tuesday 1st April 2014 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the May 2014 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Philip Ashton	(PA)
Cllr Peter Crawley	(PC)
Cllr Wendy Makepeace – Browne	(WMP)
Mrs Angela Sayers (RFO)	(AS)
Mrs Rebecca Reilly	(RR)

21/14 APOLOGIES FOR ABSENCE

None

22/14 CHAIRMAN'S ANNOUNCEMENTS

None

23/14 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 25th February 2014 (11/14 – 20/14).

RESOLVED

Minutes 11/14 to 20/14 were agreed as a true record and signed by the Chairman.

24/14 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

25/14 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.

26/14 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

27/14 CHEQUES FOR SIGNATURE

The cheques were signed.

28/14 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Wall Mounted Radiator

The Centre Manager (CM) advised the FC that she had received a second quote to supply, fit and connect a wall mounted convector heater. A seven day timer for heater control 'On' and 'Off' as an automated function could be added. This compared to the 1st quote for the supply and fitting of a wall mounted thermostat controlled heater.

The FC compared the two options and agreed on the second quote with the added option of the automatic control.

ACTION

CM to organise the installation

RESOLVED

The FC approved the quote for a wall mounted convector heater and automatic control option.

Sound Proofing Meeting Room Door

The CM informed the FC that she had asked a contractor to assess the work required resulting in 2 options available:-

Option 1 – To supply and fit a second fire blank door with acoustic seals to storage and stage access area in Zebon hall.

Option 2 – To supply and fit acoustic soundproofed made to measure door onto existing meeting room entrance.

The FC discussed the options available and decided to defer the decision until further details were made available on the technical specification needed. Agenda item for next month

ACTION

The CM to investigate the above and report back to the FC.
Agenda item for the next FC meeting.

Key Fobs

The CM informed the FC that additional fobs were required for new users. The FC compared the 2 quotes received.

RESOLVED

The FC approved the quote for 5 fobs.

ACTION

CM to organise.

First Aid Course

The CM informed the FC that she had been advised to attend 'The Emergency First Aid At Work Course' which is a day long course off site. This was agreed for Rebecca as Tabby already had the qualification.

ACTION

CM to book the course

RESOLVED

The FC approved the quote for the course.

Fire Risk Assessment

The CM asked the FC if they wanted the fire assessment carried out on an annual basis. The RFO suggested asking the Insurers for clarification regarding the legal requirement. The FC agreed.

The CM informed the FC that should they decide to have one she had obtained 2 quotes as follows
The FC agreed that if one was required they would use the second quote.

ACTION

RFO to speak to the insurers and report back to the FC.

RESOLVED

The FC approved the quote should the insurers request an annual assessment is done.

PRS Licence

The CM informed the FC that a quote had been received for the Annual Licence which represented a large increase compared to the previous year . This was due to the increased number of classes using music. The RFO suggested paying the fee due and she would review the situation after the Annual Return was completed in May. This was agreed.

ACTION

RFO to review PRS licence in May 2014

PAT Testing

The CM informed the FC that she had received 2 quotes

RESOLVED

The FC accepted the second quote for the PAT testing.

ACTION

CM to organise the testing over the summer

Ladder

The CM informed the FC that the ladder safety course was booked for the 8th May 2014. A ladder would need to be purchased before that date so the training could take place.

The CM had looked into the following options:-

Telescopic Work Platform ladder.

Cllr S Ambler had suggested a more costs effective option – a combination 12 tread ladder.

The FC discussed the above and Cllr S Ambler said he had found a slightly different model to the above which was even better. The FC agreed a max budget and Cllr S Ambler said he would send the new specification to the FC via e-mail. This was agreed.

RESOLVED

The FC agreed a max budget for a new ladder as suggested by Cllr S Ambler.

ACTION

Cllr Ambler to e-mail the details of the model to the FC.

Cllr Ambler to purchase the ladder once the FC had seen the new specification.

2. External Centre Maintenance

External signs

The CM informed the FC that there was no lead flashing on the roof and the local police had advised her to get additional signage. The CM had obtained 2 quotes.

RESOLVED

The FC approved the 2nd quote for 4 signs.

The FC approved a further budget to put up the signs.

ACTION

CM to action.

CM to order signs.

Lockable Metal First Aid Cabinet

The CM advised the FC that the football teams had asked for a supply of a first aid kit, accident book and eye wash solution to be left in the changing rooms. Currently the supplies were in the kitchen so the football teams could not access it. The FC discussed the request considering the fact that the first aid supplies were stolen from the sports area. The CM suggested a wall mounted lockable cabinet to be fixed to the wall in changing room 1. The keys could then be issued to the sporting teams. This was agreed. The CM advised the FC of the following costs regarding the cabinets.

The FC agreed to obtain the cabinet with the caveat that the 1st aid supplies purchased for the cabinet should be put in the kitchen and the existing kitchen supplies moved to the sports area. In addition the FC asked the CM to advise the teams that should the supplies be stolen again they would be billed for the contents of the cabinet.

RESOLVED

The FC agreed to purchase a cabinet.

ACTION

CM to organise the purchase of the cabinet

CM to advise the teams regarding the charge to be levied should the supplies go missing again.

Goalposts

The CM advised the FC that she had obtained 2 quotes for new goalposts:-

Quote 1 – steel goalposts with lockable sockets and security bolts on joint between uprights and cross bar

Quote 2 – steel goalposts with lockable sockets.

The grounds contractor had also quoted to fit the new goalposts.

The FC discussed the above and the need for new goalposts. All agreed that should the goalposts be vandalised again the posts would need to be replaced. When and if this occurred the FC approved the preferred quote.

Resolved

The FC approved the quote when the goal posts needed to be replaced.

Swing in Junior Playground

The CM advised the FC that one of the swing sets in the junior playground had to be removed as the contractor had inspected it and deemed it unsafe for use. The timber frame had dried out and split, making the hole for the top bolt too big. The contractor had advised the CM that it would not be cost effective to repair it. The CM had obtained a quote for a replacement – 2 options were available:-

Quote 1 - for the supply and fit of a group swing

Quote 2 for the supply and fit of a swing set (x 2 flat swing seats)

The prices for both included the cost of removing the timber frame.

The FC discussed the options and suggested that the CM liase with the Clerk regarding a free piece of equipment due to the Council as a result of the play equipment order for Lea Green. In addition the FC agreed to asking one of its contractors to quote for the dismantle of the equipment.

ACTION

CM to obtain quote for the dismantle of the swing frame.

CM to speak to the Clerk regarding the free piece of Equipment due.

3. Minor Issues

The CM advised the FC that one of the football teams had requested the use of the pitch in the closed season. All agreed the pitch needed to be rested

ACTION

CM to advise the football team that they could not use the pitches in the closed season

Rates Review for Casual, Regular and Community Groups

The CM asked the FC when the next review of rates should be done. All agreed this would be an agenda item in 6 Months time with a view to increases starting in April 2015 if agreed.

ACTION

CM to add as an agenda item in September 2014.

Debt

The RFO and CM advised the FC that following numerous calls and letters a debt had still not be paid. The FC agreed to instruct the solicitor.

ACTION

RFO / Clerk to action

Key Safe

The CM advised the FC that the managers were being asked on a frequent basis to come to the centre to let people in and issue keys out of office hours. This was a result of increased bookings from out of the area as groups and individuals could not get to the centre in office hours. The CM asked the FC if they would consider buying a key safe and fitting it to the front of the building or somewhere else. The CM had obtained costs for a key safe including installation.

The FC discussed the possibility of installing such a unit, Cllr S Ambler said his main concern was the robustness and ease of changing the code each time a user had used it. All agreed that more detail was required regarding the specification.

ACTION

CM to obtain further detail regarding the specification and report back to the FC

29/14 FINANCE

(i) Accounts

The February report of the RFO was accepted by the FC

(ii) Deposits

The RFO advised the FC that she had obtained various rates for 1 year deposits. Cllr WMB suggested premium bonds but Cllr S ambler confirmed they were not open to organisation like ours only to individuals.

After discussion the RFO said she would speak to the internal auditor and seek his advice regarding investment of funds for Councils. This would be done as part of the year end work

ACTION

RFO to speak to the Internal Auditor and report back to the FC

(iii) SID battery pack

The RFO advised the FC that the clerk had requested a new battery pack for the SID.

RESOLVED

The FC agreed to purchase 2 battery packs.

ACTION

RFO to order

20/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Cllr Crawley asked for an update on bank automation. The RFO advised the FC that HALC had now confirmed their agreement. The RFO said she would prepare the necessary information and add as a June

Agenda Item. Cllr Crawley asked the FC about the information concerning the legal position of Parish Councils when running their own halls. The FC asked Cllr Crawley to e-mail the relevant e-mail so they could look at it in more detail.

Cllr WMB advised the FC that, following her last meeting with the Almshouse, their accounts were healthy and as a result they would not require the budgeted grant designated to them this year.

Cllr Ashton requested that an e-mail be sent to the Council advising them of the ladder safety course being held on the 8th May between 1pm and 4pm.

Cllr J Ambler advised the FC that she has arranged for a flyer concerning the planning meeting on the 14th April -1700 leaflets (high Gloss, high quality)

Future Meetings – 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 9.23pm