

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Tuesday 6th May 2014 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the 27th May 2014 meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Peter Crawley	(PC)
Cllr Wendy Makepeace – Browne	(WMP)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

31/14 APOLOGIES FOR ABSENCE

None

32/14 CHAIRMAN'S ANNOUNCEMENTS

None

33/14 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 1st April 2014 (21/14 – 30/14).

RESOLVED

Minutes 21/14 to 30/14 were agreed as a true record and signed by the Chairman.

34/14 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

35/14 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.

36/14 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

37/14 CHEQUES FOR SIGNATURE

The cheques were signed.

38/14 Zebon Copse Centre (ZCC)

1. Centre Maintenance

A) Sound proofing meeting room door

The Centre Manager (CM) advised the FC that the contractor had suggested the following options:-

- 1) To supply and fit second fire blank door with acoustic seals to storage and stage access in Zebon Hall.
- 2) To supply and fit acoustic, soundproofed made to measure door onto existing meeting room (final costs dependant on the DB rating of the acoustic door used

The FC discussed the 2 options and agreed on option (1).

RESOLVED

The FC approved option 1. The quote from Mike clay was accepted for £420 plus VAT.

ACTION

CM to organise

B) Pest Control

The CM advised the FC that there was an ant problem in the Zebon Hall which needed treating professionally. Two quotes had been obtained.

RESOLVED

The FC approved a quote from Pest Patrol for £75.

ACTION

CM to organise

C) Crookham Hall Table and Chair store cupboard partitioning

The CM advised the FC that 4 quotes had been received for this work as follows:-
The FC discussed all 4 options and agreed on quote 2.

RESOLVED

The FC approved a quote from Mike Clay for £1,620 plus VAT.

ACTION

CM to organise

D) Small Jobs

The CM advised the FC that the following repairs/jobs were required:-

- 1) Repair to broken chair trolley
- 2) Installation of key safe, if approved – agenda item below
- 3) Installation of first aid kit in changing room
- 4) Cover glass door on first aid cabinet with protective glass safety material, protective film on first aid kit.
- 5) Repair cold water tap cap in pavilion toilet
- 6) Fit Finger guards on 2 doors

A quote had been obtained from for the above. This was agreed.

RESOLVED

The FC approved the quote of £160 from Neil Robinson for the above repairs.

E) Annual Service of Kitchen shutters

The Centre Manager (CM) advised the FC that the kitchen shutters no longer worked. As they were linked to the alarm system they should therefore be serviced on an annual basis. A quote had been obtained for the repair and service.

The FC agreed the quote and asked the CM to add the annual service of the shutters to the contract schedule to ensure they were serviced each year.

RESOLVED

The FC approved the quote from Armashield for £210 for the repair and service of the kitchen shutter

ACTION

CM to organise

2. External Centre Maintenance

A) Key Safe

Following on from the previous FC meeting the CM advised the FC of the following additional details regarding the key safe. The combination code could be changed without having to remove the safe from the wall. There were over 4000 combinations to choose from so the code could be changed with ease each time a user came to collect a key. The CM also advised the FC that to maintain the police accreditation the C500 must be installed into bare bricks or dense concrete, not breeze block, mortar or rendered finishes. A code cover could also be purchased which would stop anyone changing the code. In addition a torx driver and torx screw would probably be required in order to fit this.

After discussion the FC agreed to purchase the key safe

RESOLVED

The FC approved the purchase of a key safe from 'The Key Safe Company' at a cost of £59.94 plus a further £5.56 for a code cover.

ACTION

CM to organise

B) Replacement swing in junior playground

The CM advised the FC that one of the swings set in the junior playground had been removed following an inspection as it was deemed unsafe and irreparable. The CM had obtained 3 quotes for a replacement. The CM showed various pictures to the FC of the products and advised them that certain products were not entirely in keeping with the existing equipment in the junior playground as some items had metal frames. In addition the second quote included the removal of the existing equipment and installation of the new item. Separate quotes had also been obtained for the removal of the existing frame. The FC discussed the above and agreed the second quote for a group swing and set a max budget. The FC asked the CM to confirm the width of the holes in the swing with the supplier first before ordering as the pictures indicated that the holes were too wide and could trap a child's leg.

RESOLVED

The FC approved the quote from E J Services, pending the answer to the width issue, and set a max budget of £2700 for the swing, installation and removal of the existing timber frame.

C) Minor repairs in toddler playground

The CM advised the FC that she had received a quote to adjust the self-closing mechanism on the gate and replace the missing foot cap on the roundabout. The CM added that she was waiting on further quotes for various issues on both the toddler and junior playgrounds. The FC suggested that the CM contact the Clerk to try and negotiate these minor repairs in light of the order placed for the Lea Green area. The FC also suggested that the CM/RFO confirm with the clerk the type of wet pore being used on the Lea Green area as the coloured wet pour at the centre was proving difficult to maintain.

ACTION

CM/RFO to speak to the clerk regarding the above issues.

D) Renewal contracts for grounds maintenance

The CM advised the FC that the Grounds Maintenance contract was due to expire on the 31st May 2014.

The FC approved the renewal for a 2 year period.

RESOLVED

The FC approved a two year contract with Winchfield for £9,017.82 / per year

The FC approved a two year contract with Andy Fisk for £2,946.29/ per year

ACTION

CM/RFO to organise contracts

3. Minor issues

A) ZCC replacement PC

SA advised the FC that the office PC needed to be replaced. He circulated the costs to the FC and a max budget was agreed.

RESOLVED

The FC approved the purchase of a PC for the office and set a max budget.

ACTION

SA to order

B) Planning PC

SA advised the FC that the planning laptop needed to be replaced. A max budget was agreed.

RESOLVED

The FC approved the purchase of a laptop for planning.

ACTION

SA to order

C) User discount

The CM advised the FC that one of the regular users were raising funds for the charity 'Tommy's' - various events were being held at the hall during that week to raise funds. The CM asked the FC if they would consider a contribution to the charity

RESOLVED

The FC approved a contribution.

ACTION

CM to advise the user

RFO to arrange invoice

39/14 FINANCE

(i) Neighbourhood Plan

The FC discussed the 3 quotes.

All agreed that the third bid was well written and went into greater depth than the other 2 bids. In addition the cost was roughly 50 % less than the other two bids. Cllr Wendy Makepeace Browne informed the FC that other parishes were also using them so the company had a lot of experience in this area. In addition HALC had recommended them. As regards the costs a budget had been provided in the CVPC budget plus additional funding would come from HDC and the NP community grant.

RESOLVED

The FC resolved to recommend to full council that the 'Towns Alive' bid should be adopted at a cost of £9,100 for the 26 days suggested.

ACTION

Agenda item for full council meeting

40/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings – 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 9pm