

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

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Peter Crawley	(PC)
Cllr Wendy Makepeace – Browne	(WMB)
Mrs Carol Leversha	(CL)
Mrs Angela Sayers (RFO)	(AS)
Mrs Rebecca Reilly	(RR)

51/14 APOLOGIES FOR ABSENCE

None

52/14 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the FC that there would be an additional agenda item under Finance – Neighbourhood Plan.

53/14 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of 27 May 2014 (41/14 – 50/14).

RESOLVED

Minutes 41/14 to 50/14 were agreed as a true record and signed by the Chairman.

54/14 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

55/14 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.

56/14 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

57/14 CHEQUES FOR SIGNATURE

The cheques were signed.

58/14 Zebon Copse Centre (ZCC)

1. Centre Maintenance

A) Decoration to interior, Main Halls

The Centre Manager (CM) advised the FC that the contractor had re-quoted for the painting of walls, woodwork and doors to the Crookham and Zebon Halls.

The cost represented an increase on the original quote that the FC agreed in May 2014. This was due to the fact that a lighter colour would require 3 coats of paint and not the 2 coats originally quoted for. The FC delegated the colour choice to the ZCC managers and Officers at their next staff meeting in September / October 2014.

RESOLVED

The FC approved the additional cost of £485 from DSD Painters and Decorators for the interior painting.

ACTION

CM to obtain colour samples for the next staff meeting.

B) Air Conditioning

The CM advised the FC that she had obtained a quote. The FC confirmed a budget had already been agreed. Cllr Ambler asked the CM to obtain an additional quote from the service and plumbing contractor. If the quote was within the agreed budget his preference would be to go with them as they currently maintained all the electrics and plumbing of the centre and would be responsible for the ongoing maintenance of the air conditioning once installed. This was agreed.

ACTION

CM to obtain an additional quote from CBS and circulate to the FC before proceeding.

2. External Centre Maintenance

A) Junior Playground Replacement Swing

The CM informed the FC that she had obtained a separate quote for the supply of a group swing that was similar to the one installed at Lea Green. The quote was for a timber framed swing. The FC agreed to defer the decision until the Lea Green play area equipment contract was decided.

ACTION

Agenda item for September FC meeting.

B) Top up Loose Fill to junior playground

The CM advised the FC that even though the loose fill in the junior playground had been raked over and re-spread by the contractor the levels were considered too low for the climbing boulder. A quote had been obtained for 7 bags of bark. Labour and transport would be a further cost. This was agreed

RESOLVED

The FC approved the purchase of the above at a total cost of £849.90 from Winchfield Landscapes.

C) Grass cutting at Lea Green

The CM informed the FC that the grounds contractor had quoted to mow the grass inside the toddler play area and outside equipment area (excludes the outer surrounding area). The Clerk/RFO informed the FC that Hart had cut all the areas recently as it still owned the land. The FC agreed the quote and confirmed they would not need to cut the area until the land was owned by CVPC.

RESOLVED

The FC approved the quote of £35 from Winchfield for future grass cutting at Lea Green.

3. Minor Issues

A) Marketing Budget

The CM asked the FC for a budget to place adverts in local magazines to promote the casual weekend hire. The FC agreed a budget for the printing of a flyer. JA/SA said they would speak to Tony Clarke about the design of the flyer. The FC asked the CM to prepare all information about the centre so it could be incorporated into the flyer. In addition JA said she would look into the costs of having a sales brochure at the centre that users could view regarding how the centre could be used for various functions. As regards where to advertise the FC asked the CM to prepare a list of proposed areas for the next FC meeting with costs.

RESOLVED

The FC approved a budget of £200 for the printing of a flyer for the centre.

ACTION

CM to provide Tony Clarke with information about the centre

CM to prepare a list of areas to advertise, with costs for the next FC meeting.

JA to look at the costs of a sales brochure for the centre.

JA/SA to speak to Tony Clarke about the design of a flyer for the centre.

B) Safe

The CM advised the FC that a safe needed to be installed in the office so that money could be kept securely particularly in light of the key deposits. The costs ranged in price. The FC agreed a budget for the safe and installation.

RESOLVED

The FC approved a budget of £350 for a safe and installation.

ACTION

CM to look at various models and report back to the FC

C) Regular user hire fees

The FC discussed hire rates for regular users.

ACTION

CM to implement suggested changes.

D) Business Rate Recovery

The Clerk had received a letter from a company stating they could recover business rates. The fee was 35% of the total cost recovered – no fee if none recovered. The FC discussed and agreed not to proceed.

The RFO asked the CM about the progress of the centre garden at the front. The CM said that the local garden centre were not interested in sponsoring the centre so they were getting quotes from landscape gardeners. This would be an agenda item for the next FC meeting.

59/14 FINANCE

(i) May Accounts

The May report of the RFO was accepted by the FC.

(ii) Bankline

The RFO informed the FC that she had spoken to NatWest about the costs involved - for a system called Bankline Light which was aimed at smaller businesses where daily transfers did not exceed £30k. There would be no charge for the equipment and 5 readers would be provided. The FC agreed to recommend the approval of this to the full council at the next meeting

RESOLVED

The FC resolved to recommend to full council that electronic banking should be implemented.

ACTION

RFO to raise as an agenda item at the next CVPC meeting.

(iii) Netherhouse Moor signs

Cllr Makepeace- Browne asked the FC to approve the replacement of 1 sign. She had managed to secure the replacement of the other signs required from Hart District Councils budget. The FC agreed this as a one off.

RESOLVED

The FC approved the cost of 1 sign for the area - £160

ACTION

WMB to provide the contact details to the RFO so payment could be organised.

(iv) Neighbourhood Plan

Cllr Makepeace- Browne asked the FC to approve the following costs:-
2000 double sided leaflets
distribution cost

The Council had already received the revenue to cover these costs.

RESOLVED

The FC approved the below invoices for payment.

£142 – 2000 double sided leaflets

£100 – distribution cost

The clerk asked the FC if Andy Fisk could oil and trim back the vegetation around the notice boards. This was agreed. The RFO said she would get a quote and circulate to the FC for approval.

60/14 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings – 2014

Tuesday 29th July 2014

August – no meeting

Tuesday 30th September 2014

Tuesday 28th October 2014

Tuesday 25th November 2014

The Meeting closed at 21.17pm