

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Tuesday 24th February 2015 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the March 2015 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Peter Crawley	(PC)
Cllr Wendy Makepeace – Browne	(WMB)
Cllr Clive Eastwood	(CE)
Mrs Angela Sayers (RFO)	(AS)
Mrs Lucy Norris	(LN)

11/15 APOLOGIES FOR ABSENCE

None

12/15 CHAIRMAN'S ANNOUNCEMENTS

None

13/15 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of Jan 2015 (1/15 – 10/15).

RESOLVED

Minutes 1/15 to 10/15 were agreed as a true record and signed by the Chairman.

14/15 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

15/15 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.

16/15 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

17/15 CHEQUES FOR SIGNATURE

The cheques were signed.

18/15 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Fire Risk Assessment and fire Warden Training

The Centre Manager (CM) advised the Finance Committee (FC) that the fire risk assessment was due for renewal in April 2015. In addition Tabby's certification runs out this year and Lucy needs to undertake the training. The CM had received 2 quotes as follows:-

- A) Quote to carry out full bespoke fire risk assessment. The CM advised the FC that the company only carried out assessments and don't sell fire products such as extinguishers and alarms. In addition they had quoted per person for the fire marshall training.
- B) Quote to carry out fire risk assessment and fire warden training (on the same day) for up to 5 members of staff. The company carried out the last fire assessment and fire warden training.

The CM advised the FC that her recommendation was (A) as they were independent of selling any fire products.

The FC discussed the quotes and agree on quote (A) on the understanding that the CM checked out that there were suitably accredited to carry out the work.

RESOLVED

The FC approved the quote from Capital Fire Risk Assessment UK for £225 for the fire risk assessment and £50 for the fire marshall training for both Tabby and Lucy.

ACTION

CM to organise

2. External Centre Maintenance

Gutters

The CM had received a verbal quote to clear out the gutters. The FC agreed

RESOLVED

The FC accepted the quote from Andy Fisk for £80 to clear the centre gutters.

ACTION

RFO to organise

Toddler Play Area Gates

The CM advised the FC that both the toddler play area gates were currently not shutting properly. They were slamming shut and then partially opening. A quote had been received to replace both gates. They advised the CM that there was no safe controllable adjustment left on either gate. The quote was per gate to supply and install new self- controlling pedestrian gates.

The FC discussed the above and asked the CM to:-

- 1) Phone the play inspection company and ask if the current closing mechanism was required in the first place. If it is investigate the costs further with other companies
- 2) Find out alternatives.

ACTION

CM to investigate the above – agenda item for next FC meeting

3. Minor Issues

Twitter Training

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

- 1) This was a local company - Quote for group twitter training for up to 5 members of staff
- 2) This was a London based company – Quote plus travel expenses for group twitter training for up to 5 members of staff.

The FC discussed the above quotes and agreed that the Clerk needed to check with HALC or HDC first to see if there were any free sessions for Parish Councils.

ACTION

RFO to advise the Clerk

Staff First Aid

The CM advised the FC that she needed to undertake emergency first aid work training. She had obtained 2 quotes:-

- 1) 1 day course in Farnborough
- 2) 1 day course based in Basingstoke

RESOLVED

The FC accepted quote (1) from St John's Ambulance for £125 in Farnborough

ACTION

The CM to book the course

Net gear NAS

SA advised the FC that this was a critical network storage device for the office. He explained the various options to the FC. It was agreed that before any decision was

made the option to use iCloud should be investigated due to the significant cost savings. This was agreed. A maximum budget was set.

ACTION

Agenda item for next month
SA to report back to the FC with costs

Data Retention

The FC discussed the source of bookings question and whether to record it on the booking form. It was agreed that it would not be recorded going forward.

ACTION

CM to adjust the booking form and remove the question

In addition the FC discussed the need to clarify the Council's policy with regard to data retention. The FC asked the RFO to liaise with the Clerk to clarify the following

- 1) What policy do we have in place regarding the monitoring of data?
- 2) Who is the most appropriate person to do this?

The FC asked for this to be an agenda item for the CVPC meeting in April 2015.

ACTION

RFO to advise the Clerk
Agenda item for CVPC meeting in April

19/15 FINANCE

(i) January Accounts

The January report of the RFO were accepted by the FC.

20/15 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings

2015

March	24th
April	28th
May	26th
June	30th
July	28th
August	no meeting
September	29th
October	27th
November	24th
December	15th

The Meeting closed at 20.45pm