

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Tuesday 26th May 2015 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the June 2015 meeting for any amendments

Present

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

41/15 APOLOGIES FOR ABSENCE

Cllr Clive Eastwood

42/15 CHAIRMAN'S ANNOUNCEMENTS

None

43/15 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of April 2015 (31/15 – 40/15).

RESOLVED

Minutes 31/15 to 40/15 were agreed as a true record and signed by the Chairman.

44/15 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

45/15 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.

46/15 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

47/15 CHEQUES FOR SIGNATURE

The cheques were signed.

48/15 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Replacement warm air heating for centre

The Centre Manager (CM) informed the FC that she had further investigated the specifications provided by both suppliers and explained the differences.

RESOLVED

The FC approved the quote from Nordec for the Crookham / Office / Lobby at £3000 and the Zebon Hall at £3300.

ACTION

CM to action

Replacement battery packs for the two fire shutters

The Centre Managers informed the FC that as a result of the recent annual service of the fire shutters in the kitchen, which are linked to the fire panel, they had been advised that the battery back-up had failed in both shutters. This was due to the battery override that takes effect in in the event of a power cut to operate the motor and close the shutters if required in the event of an emergency. Two quotes had been received to supply and install 2 battery packs.

The FC discussed the above and approved the quote from County Installations and asked the Centre Manager to find out the testing procedure and add to the caretakers check list.

RESOLVED

The FC accepted the quote from County Installations for £488

ACTION

Centre Managers to find out the detailed testing procedures and add to the caretakers check list.

Fire Risk Assessment

The following issues had been highlighted:-

- a. Purchase and fit 2 x carbon monoxide alarms in the lobby ceiling outside boiler cupboards.

RESOLVED

The FC approved the purchase of 2 alarms at £35 from Screwfix.

The FC approved the quote from Neil Robinson for £75 to fit the alarms.

- b. External boiler room fire stops need to be added (expanding foam) to holes in walls and ceiling.

RESOLVED

The FC approved the quote from Astral for £114.

- c. Fire action plans and fire exit signs to be displayed at all entrances and exits:

RESOLVED

The FC approved the purchase of 5 signs from Screwfix at £4.99 each.

The FC approved the purchase of 3 luminous signs from Screwfix at £15.99 each.

- d. The Centre managers had received a quote to realign the Crookham hall fire doors which do not close directly.

RESOLVED

The FC approved the quote from Astral for £78

2. External Centre Maintenance

Lea Green Grass Cutting

The Centre Managers had received a quote to cut the grass at Lea Green.

RESOLVED

The FC approved the quote from Winchfield at £30 per cut and asked for current contract to be amended to incorporate this.

ACTION

CM to organise the amendment of the contract.

3. Minor Issues

Football contracts 2015/16 Season

The FC discussed all the contracts

RESOLVED

The FC agreed the charges for the 2015/2016 contracts:-

ACTION

Centre Managers to action

Smart Meters

The RFO advised the FC that she had been contacted by the Supplies Officer for Infrastructure & Community at Hampshire County Council as follows:

“Npower have an opportunity to work with BGlobal to roll out AMR (SMART) metering between now and September 2016. This will be done free of charge, subject to any DNO (Infrastructure/Network) or customer work required on site to facilitate the metering change. Should there be any complications resulting in a cost to you, the job will be put on hold.

If you are interested in taking up this opportunity we will need for you to provide the site contact information for supplies that require AMR installation. Npower have advised that deployment will be decided on a first come first served basis. Please note that in order to guarantee an installation date prior to 30th September 2016 Npower require the contact details before 31st July 2015.”

The Centre Managers had done some further investigation and confirmed the following:

They are offering this as part of a roll out for a free upgrade of the current meter to a “SMART METER” which is run via a Sim card. N Power will be able to call for meter readings and data remotely for billing purposes. It should be a straight forward ½ hr loss of supply whilst they do the changeover however if they face any complications that involve additional cost implications to us then they will abort the job until a decision is made on further charges. We will still have access to read the meter from the Centre as before to check in case of any discrepancies.

RESOLVED

The FC agreed to the offer of a Smart Meter

ACTION

RFO to advise Hampshire County Council

Moles

The Centre Managers advised the FC that there had been a delay in the mole treatments of the Lea Green Area due to the installation of the play equipment. The FC had already approved the budget for the treatment of Moles at ZCC and Lea Green. The Centre Managers asked the FC to consider another Company who had been recommended. They have successfully been catching the moles rather than gassing them. The Centre Managers had received a quote for the mole problem at Lea Green area only. Currently there were no signs of mole issues at ZCC.

RESOLVED

The FC approved the quote from Phoenix Pest Solutions and authorised a further £20 to treat the mole issue at Lea Green. Total budget £200

ACTION

Centre Manager to organise

LED Lights

The FC discussed the sample LED light that had been installed.
The FC asked to Centre Manager to ask the electrician if the emergency light in the hall way could be switched to LED.
SA advised the FC that he will look at all the other lights over the next couple of months and obtain costs.

ACTION

SA to report back to the FC regarding the other lights
Centre Manager to contact the elctrician regarding the emergency light and report back to the FC.

49/15 FINANCE

(i) April Accounts

The April Accounts were approved by the FC

(ii) Presentation of Accounts

The RFO suggested a summary report just for the month with collapsed headings. This was agreed.

50/15 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Future Meetings - 2015

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

The Meeting closed at 21.05pm