

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 27<sup>th</sup> July in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the September 2015 meeting for any amendments

**Present**

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

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**61/15 APOLOGIES FOR ABSENCE**

None

**62/15 CHAIRMAN'S ANNOUNCEMENTS**

None

**63/15 MINUTES OF PREVIOUS MEETING**

Minutes from the meeting of June 2015 (51/15 – 60/15).

**RESOLVED**

Minutes 51/15 to 60/15 were agreed as a true record and signed by the Chairman.

**64/15 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**65/15 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.

**66/15 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**67/15 CHEQUES FOR SIGNATURE**

The cheques were signed.

**68/15 Zebon Copse Centre (ZCC)**

**1. Centre Maintenance**

**Renewal of cleaning contract**

The Centre Manager (CM) advised the FC of the 3 tenders.

The FC agreed on the YBC tender.

A contract length of 1 year was agreed.

**RESOLVED**

The FC approved the contract with YBC for 1 year.

**ACTION**

CM to action

**Hall Floor Cleaning**

The CM advised the FC that she had obtained 2 quotes for the floor cleaning.

The FC approved the quotes from YBC for £95 and asked the CM to incorporate a yearly clean into the contract rather than just being an ad-hoc item with a fixed price agreed at the time of contract renewal. All agreed that a yearly clean was necessary to maintain the high levels of cleanliness at the centre.

**RESOLVED**

The FC accepted the quote from YBC for £95 for the hall cleaning.

**ACTION**

Centre Managers to action the above

## **2. External Centre Maintenance**

### **Padlocks**

The CM advised the FC that she needed to purchase some all-weather padlocks for the Lea Green play area. One for the bollards and one for the double gate on the toddler play area. Costs were in the range of £15 per padlock. The FC agreed a max budget for the padlocks. The FC all agreed that going forward small items of expenditure should not be discussed at the FC meeting. The RFO suggested that such items should be paid out of petty cash and the monthly summary of expenditure should be approved at the FC meeting. This would detail the items purchased and their costs. The FC could then review how the money had been spent that month and make recommendations if necessary. This was agreed. The RFO further suggested that an increase in the float (Currently £100) was necessary in order to facilitate this. JA suggested an increase of £50.

#### **RESOLVED**

The FC agreed a new petty cash float of £150.

The FC approved a max budget of £50 for 2 new padlocks

#### **ACTION**

RFO to provide a monthly summary of petty cash expenditure when issuing the accounts.

CM to purchase 2 new padlocks for the Lea Green play area

## **3. Minor Issues**

### **Bike Shelter**

The CM advised the FC that she had obtained a quote for the removal of the broken plastic material from the bike shelter frame. This was agreed.

#### **RESOLVED**

The FC approved the quote of £120 from Andy Fisk to remove the broken plastic from the bike shelter.

#### **ACTION**

CM to action

### **Perimeter Hedgerow**

A quote had been received from Andy Fisk to trim the whole field perimeter with his tractor and hedge trimmer. This was agreed with the same stipulation as in previous years that the work was done when the weather was dry to avoid any damage to the pitch. JA also requested that the work was carried out in August before the football season commences.

#### **RESOLVED**

The FC approved the quote from Andy Fisk for £295 for the field perimeter.

#### **ACTION**

CM to organise a date with Andy Fisk.

### **Lea Green Signage**

The RFO advised the FC that the Clerk had requested that the wording ( attached) and quote for the sign be finalised by the FC.

The FC reviewed the current wording and agreed on the following – Doc attached  
The FC asked that the Clerk obtain a new quote for the sign (same material) based on the wording agreed above and also a reduced size of circa

Width – 450mm

Height - 600mm

The FC agreed on the post length of 2400mm for the sign.

#### **ACTION**

RFO to ask the Clerk to action the above. Agenda item for the CVPC meeting in September.

### **9v9 Pitch**

A request had been received from the Chairman of Hart FC, to change the current two mini pitches format (1 x 5v5 and 1 x 7v7) to a single 9v9 format pitch. After looking at the proposed document the FC agreed in principle to the proposal. The FC asked for the following to be done so a final decision could be made at the Full Council meeting in September:-

- 1) CM to provide details of Goal Post costs.
- 2) RFO to look into the possibility of available grants towards the goal posts.
- 3) CM to send an e-mail to Hart FC advising him that the FC had agreed that the proposal was worthy of consideration. If it goes ahead the timescale for implementation would be Christmas. In view of this the FC asked the CM to confirm with Hart FC that he would not need the mini pitches at that point.
- 4) CM to obtain a quote to fix the store cupboard door where the goal posts would be stored.

### **69/15 FINANCE**

#### **(i) June Accounts**

The June Accounts were approved by the FC.

#### **(ii) Lea Green Signage**

Covered above

### **70/15 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

**Grant Form - Agenda Item for Full council meeting in September.**

#### **Future Meetings – 2015 - Mondays**

|           |            |
|-----------|------------|
| August    | no meeting |
| September | 28th       |
| October   | 26th       |
| November  | 23th       |
| December  | 14th       |

The Meeting closed at 21.17pm