

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 23rd November in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the December 2015 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Peter Crawley	(PC)
Cllr Clive Eastwood	(CE)
Cllr Simon Ambler	(SA)
Mrs Angela Sayers (RFO)	(AS)
Mrs Lucy Norris	(TP)

91/15 APOLOGIES FOR ABSENCE

Cllr Wendy Makepeace-Browne

92/15 CHAIRMAN'S ANNOUNCEMENTS

None.

93/15 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of October 2015 (81/15 – 90/15). These were not available for the meeting so the FC agreed to defer them to the December meeting.

ACTION

RFO to place October minutes in drop box.

94/15 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

95/15 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.

96/15 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

97/15 CHEQUES FOR SIGNATURE

The cheques were signed.

98/15 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Fridge and Oven Clean

The Centre Manager (CM) advised the FC that she had obtained 3 quotes.

RESOLVED

The FC approved the quote from The Oaklands Cleaning Company for £100

ACTION

CM to organise.

Annual Intruder alarm Service

The CM had obtained a quote for the annual service.

RESOLVED

The FC approved the quote from Home Security for £90.

ACTION

CM to organise

Ladies Cubicle in pavilion

The CM advised the FC that preventative measures were required to avoid the same issues with the Male toilets. A quote had been received to replace all the problematic screws on the toilets.

RESOLVED

The FC agreed the quote from Neil Robinson for £100

ACTION

CM to organise

2 External Centre Maintenance

Gutter Clearance

The CM advised the FC that a quote had been received to clear all the gutters of leaves around the building.

RESOLVED

The FC agreed the quote from Andy Fisk for £76

ACTION

RFO to organise

Mole Activity at Lea Green

The CM advised the FC that she had looked into the use of repellents. She had spoken to a contractor recommended by the Council's insurers Came and Company. They had advised her that repellents do not work in the long term. There is only an improvement for a short period of time. Another disadvantage to using them in a play area is that they protrude from the ground and would attract children. They also advised against the use of gas in the area due to the site being a play area and also the close proximity to houses. Their advice was to trap and dispose of the moles. The costs were 3 visits / week @ £40 per visit every second week. Total cost £240 per month which incorporates a 10% discount due to the fact that CVPC is a Came & Company customer,

The CM had obtained an alternative quote for comparison - £85 for 1st mole, £60 for second and £20 per mole after that. Alternatively a flat rate of £200.

RESOLVED

The FC accepted the quote from Phoenix Solutions for £200.

ACTION

CM to organise

Play Area Gates

Following on from the last FC meeting the CM had now obtained the additional quotes as follows:-

Quote 1

Supply and fit 3 new Easi gate gas strut closers to existing gates - £725

Quote 2

They do not recommend gas closers for gates. They find that they fail easily as the adjustment cannot be secured so any member of the public can adjust the tension of the gate. There have also been concerns that the gas closers can become a pinching hazard.

Toddler Gates (Steelway Spring Gates)

They have found through years of maintenance that these gates are constantly subject to broken springs and the tension keeps changing on them. The other issue is that if the gate is pushed open fast (by a child running into the area) the movement is not checked and the gate can swing back violently hitting the user. They have seen this on a number of occasions and know of two cases against local authorities presently. In their opinion it is always the best option to replace a gate in its entirety with a new style gate, but appreciate this can prove prohibitively expensive.

To rectify the current gates they recommend supplying and fitting a Ready Fit 108SF and SM hinges @ £499 per gate.

Details of the quote are as follows:-

To cut off and remove both sets of hinges including the self-closer mechanism.

Dispose of arisings to tip. Note: they will need to bring the gate back to their unit for some additional parts welding so the gate will be out of action for several days.

Weld up additional brackets to the gate to mount new hinge mechanism.

Supply and install a Ready Fit 108 SF and SM hinges to post and to gate assy.

Repaint gate in yellow ensuring all cut surfaces are treated to prevent rust.

Due to the design of this closer it is designed to open to 90 degrees only. If it is opened beyond that it can damage the internal mechanism. To achieve this they would weld a stop to the gate to prevent it going over 90 degrees of opening.

Junior play area gate from path

This gate is not a candidate for the same closer as above and in this case they are recommending a full replacement with a new style gate supplied by www.easy-gate.co.uk.

This will require the digging out of a new trench to install (the new gates comes as a single assy with the posts welded together by means of a below ground spacer post).

To install and supply an Easy gate: £1,370

The FC discussed the above and agreed to defer the decision until the November play inspections had been completed.

ACTION

CM to distribute the play area inspection report when it becomes available

99/15 FINANCE

(i) October Accounts

The October Accounts were approved by the FC

(ii) Village Maintenance

The RFO had obtained quotes for Leaf Blowing and for re-painting the benches in the Village (done every 2 years).

RESOLVED

The FC approved both quotes from Andy Fisk – Leaf Blowing £700 and Bench re-painting £450

ACTION

RFO to organise

Trees

The RFO advised the FC that the Clerk had received a quote for the inspection and production of a zoned tree risk management report. The report will be aligned with

the advice from Health and Safety Executive (HSE) on tree management. The area covered would be the Lea Green and the Zebon Copse playing fields. The FC agreed to the quote but wanted clarification first as to whether all trees on CVPC land were covered.

RESOLVED

The FC approved the quote from Tamla Trees for £590 subject to clarifying the above.

ACTION

RFO to advise clerk and seek clarification on the area to be covered.

Payroll

The RFO had obtained a quote to purchase the payroll system as an add on to the existing accounts package. This was agreed.

RESOLVED

The FC approved the quote of £20 from QuickBooks for the payroll system.

ACTION

RFO to organise

100/15 NEIGHBOURHOOD PLAN

Cllr Julia Ambler spoke to the FC and referred to an email sent to Steering Group members and Parish Councillors, in advance of the FC meeting which requested an estimated budget for the anticipated costs to complete the work on the Neighbourhood Plan. The email also pointed out that, in accordance with standing orders, in the absence of this budget, the matter could not be discussed by Finance and a recommendation to the full Parish Council made to release the funds to permit further work to be commissioned.

The FC noted that this information had not been received and following discussion, agreed that they have concerns over the management of the SG finances and recommended that a detailed discussion with all members present takes place at the next CVPC meeting on Monday 7th December 2015. In the meantime it was agreed that the finance of the Neighbourhood Plan would come under the direct control of the FC and that no further work could be commissioned from December 1st 2015 pending the provision of the requested information and the agreement of the full Parish Council to release the funds.

RESOLVED

The SG finances would now be controlled by the FC.

ACTION

Agenda item for CVPC meeting on Monday 7th December 2015.

101/15 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

December

15th - Tuesday

The Meeting closed at 21.10pm