

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Tuesday 15th December 2015 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the January 2016 meeting for any amendments

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Peter Crawley	(PC)
Cllr Simon Ambler	(SA)
Cllr Richard Eastment	(RE)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

101/15 APOLOGIES FOR ABSENCE

Cllr Clive Eastwood

102/15 CHAIRMAN'S ANNOUNCEMENTS

None

103/15 MINUTES OF PREVIOUS MEETING

Minutes from the meeting of October 2015 (81/15 – 90/15).

Minutes from the meeting of November 2015(91/15-100).

RESOLVED

Minutes 81/15 to 90/15 were agreed as a true record and signed by the Chairman.

Minutes 91/15 to 100/15 were agreed as a true record and signed by the Chairman.

104/15 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

JA/SA/AS/PC all declared an interest in the grant request from DWCVHS

105/15 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.

106/15 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

107/15 CHEQUES FOR SIGNATURE

The cheques were signed.

108/15 Zebon Copse Centre (ZCC)

1. Centre Maintenance

CBS Contract renewal

The Centre Manager (CM) advised the FC that the annual multiple maintenance contract was due to expire on 22nd December 2015. The new quote was discussed by the FC.

RESOLVED

The FC approved a 12 month contract with CBS for £2028.

ACTION

CM to organise.

Lighting – Entrance

The CM advised the FC that she had obtained a quote to install a PIR welcoming light on the corner of the porch brick wall (same side as keypad) to illuminate the front door and surrounding porch area for users who were arriving in the dark when the Centre was unoccupied. From a safety perspective it was felt that this was a sensible addition and would make it easier to open the Centre after dark.

The FC discussed the above and asked the CM to obtain a quote using a timed system (up to midnight) for the existing light.

ACTION

CM to get an alternative quote and report back to the FC

Down Lighter for Meeting Room

The CM advised the FC that following a meeting with the marketing consultant it had been suggested that the meeting room would benefit from a down lighter just inside the door to brighten it up. The CM had obtained a quote to supply and install one. The FC discussed the above and asked the CM to get an alternative quote to replace all of the existing lights with either down lighters or spots to improve the level of lighting in the whole room.

ACTION

CM to seek quotes as indicated above and report back to the FC.

2 External Centre Maintenance

Play Area Gates

The CM informed the FC that following the recently circulated annual play area inspection report, all four playground gates at Zebon had been highlighted as not closing correctly. Three of the gates (junior play area gate from path and both toddler play area gates) had also been listed as requiring attention because of possible finger entrapment (gap between gate and post is less than 12mm).

The CM said she had contacted the play area contractors to revisit the site and look again at all the gates in view of the new development of possible finger entrapment and discuss further solutions for new closers for the gates.

The RFO suggested providing for 2 gates in this Financial year 2015/16 and 2 gates in the next financial year 2016/17 in the first draft budget for discussion at the budget meeting in January 2016.

This was agreed

ACTION

Agenda item for January FC meeting 2016

3 Minor Issues

Kitchen Urn

The CM informed the FC that the Urn was still continuing to show error messages.

Mike at Cater Quip has advised her that a new circuit board and display panel would be required and said it might not be economical to repair it as the machine was 6 years old. Verbal quotes had been received for a new circuit board and for a display panel.

The CM provided the FC with several quotes for a new urn.

The FC discussed the quotes and agreed on the CS Catering quote with Cater Quip to fit free of charge and take away the old machine. The FC also agreed that no urn would be ordered until the current urn no longer worked.

RESOLVED

The FC set a maximum budget for a new urn when required

ACTION

CM to find out the lead time and report back to the FC.

Locks

The CM advised the FC that she had received a quote to repair the boiler room lock

RESOLVED

The FC approved the quote for £75 from Home Security

ACTION

CM to organise

109/15 FINANCE

(i) November Accounts

The November Accounts were approved by the FC

(ii) Village Maintenance

The RFO asked the FC to approve the quote from Tamla Trees as circulated by the Clerk.

This was agreed

RESOLVED

The FC approved the quote for £590 from Tamla Trees for the work specified in the report circulated by the Clerk.

ACTION

RFO to advise the Clerk

(iii) Marketing

The RFO asked the FC to approve the Marketing costs for the ZCC review, assessment and proposal. This was agreed.

RESOLVED

The FC approved the quote for £480 from Argent Marketing.

ACTION

RFO to liase with Argent Marketing.

RFO to ask the Clerk to circulate the report to all members of the Council.

(iv) Grants

The RFO had received a request from DWCVHS for a donation for the annual fete.

The FC agreed to recommend to full council that a donation should be granted

RESOLVED

The FC agreed to recommend to full council a grant for their fete.

ACTION

RFO to raise as an agenda item for the CVPC meeting in January 2016.

110/15 NEIGHBOURHOOD PLAN

Cllr Richard Eastment provided the FC with a NP budget to completion.

The FC approved the Budget.

Invoice 164 - Authorised in November – deducted from the agreed budget figure

Invoice 169 -The FC agreed not to pay invoice 169 at the moment until Cllr Eastment made some enquiries. This invoice would be presented for payment at the CVPC meeting in January 2016

Cllr Wendy Make-peace Browne – Expenses from the recent public meeting were authorised and deducted from the agreed budget figure

RESOLVED

The FC approved the budget for the NP to completion.

ACTION

Agenda item for CVPC meeting on Monday 4th January 2016 -invoice 169.

111/15 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Next Meeting - Monday 18th January 2016

The meeting closed at 20.50pm