

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 18<sup>th</sup> April 2016 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the May 2016 meeting for any amendments

Present

Cllr Julia Ambler (Chairman of Finance)	(JA)
Cllr David Jackson	(DJ)
Cllr Simon Ambler	(SA)
Cllr Clive Eastwood	(CE)
Mrs Angela Sayers (RFO)	(AS)
Mrs Lucy Norris	(LN)

---

**35/16 APOLOGIES FOR ABSENCE**

Cllr Peter Crawley

**36/16 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman asked to defer the following agenda items to the CVPC meeting on the 9<sup>th</sup> May 2016.

- 1) Risk Assessment
- 2) Finance & HR Terms of Reference
- 3) Financial Regulations

RFO to advise Clerk.

**37/16 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of March 2016 (24/16 – 34/16).

**RESOLVED**

Minutes 24/16 to 34/16 were agreed as a true record and signed by the Chairman.

**38/16 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

**39/16 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.

**40/16 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**41/16 CHEQUES FOR SIGNATURE**

The cheques were signed.

**42/16 Zebon Copse Centre (ZCC)**

**1. Centre Maintenance**

**Meeting Room Table**

The FC discussed the quotes received for a meeting room table

**RESOLVED**

The FC approved the quote from Southern Office for £1124 for

2 Rectangle tables at 1200w x 600d x 725 height

2 semi – circular tables that go on either end – same measurements

White/Silver Wheels preferred if given option and Stone Oak finish.

**ACTION**

CM to action

**Photos for Meeting Room**

The FC agreed that a local competition could be run at the ZCC Fete and the winning entries displayed in the meeting room. The entries would be judged by the Council and prizes allocated.

The event would need to be advertised in a future parish newsletter. The Theme would be 'Parish Views' and the size of the photos would be A4. The judges would be looking at quality and content and it was agreed that the copyright would be held by the Parish Council.

### **ACTION**

SA/JA - Article for future newsletter  
DJ to advertise the event for the ZCC fete.

### **Fire Extinguishers**

The FC discussed the Contract and the consolidation of two contracts.

### **RESOLVED**

The FC agreed to terminate the contract with Chubb - 3 months' notice required.  
The FC agreed to a new contract with Richard Thorpe Fire Safety at an annual cost of £71.60. The FC felt that consolidating all the fire services going forward would be beneficial in view of the excellent work performed recently by Richard Thorpe.

### **ACTION**

CM to give notice to Chubb to terminate the contract – 3 months required.  
CM to organise new contract with Richard Thorpe when the Chubb contract expires.

## **2 External Centre Maintenance Pitches**

The FC discussed all the tenders and agreed that further confirmation was required for the mowing costs and re-instating costs from both contractors. The RFO also suggested speaking to Hook Parish Council about their costs.

### **ACTION**

CM to speak to Hook Parish Council first to ascertain the costs per visit in relation to mowing and re-instating and report findings via email to the FC.  
CM then to speak with both contractors and get further confirmation regarding the costs quoted in their tenders for the mowing and re-instating costs.  
The CM to report back to the FC via email before the CVPC meeting on 9<sup>th</sup> May.  
Agenda item for the CVPC meeting on the 9<sup>th</sup> May.  
RFO to advise Clerk of agenda item for the meeting

### **Communal Grounds**

The FC discussed the tenders and agreed to defer the decision until the pitches contract was awarded.

### **ACTION**

Agenda item for the CVPC meeting on the 9<sup>th</sup> May 2016 – RFO to advise Clerk

### **Repairs to play equipment at Lea Green**

The CM provided the following report to the FC

'Centre Managers are concerned about the following safety issues at Lea Green:  
Small gate to toddler play area has a faulty self-closing mechanism meaning it closes too quickly for the first 70 degrees of its travel. Centre Managers suggest to replace the closer on the gate to ensure the gate shuts smoothly within the recommended 5-8 seconds.  
The grass either side of the cable way mound is worn away to the extent where the edge of the rubber matting is exposed and a trip hazard has formed. Centre Managers would like to re-turf the worn areas and extend the rubber matting out wider to offer better protection for the future.

There are also minor issues at Lea Green requiring attention including bolt caps to be replaced (out of reach of Centre Managers) and two items of gym equipment which are not operating correctly.

The FC discussed the above and agreed to defer the decision until the drainage issue at Lea Green was investigated.

DJ provided the CM with the names of contractors who may be able to assist.

**ACTION**

CM to obtain quotes and report back to the FC.

CM to speak to Clerk who may have looked into this already.

**Quarterly Inspections of Lea Green Gym Equipment**

The FC discussed 3 quotes for the quarterly inspections.

**RESOLVED**

The FC accepted the quote from RSS for £180 per annum to inspect the gym equipment and cable way including minor maintenance. (£45 /visit – 4 visit per year)

**ACTION**

CM to organise

**Play Area Bark in Junior Play Area**

The FC discussed 2 quotes for play bark.

**RESOLVED**

The FC approved the RSS quote for the purchase of the bark for £2010 assuming that RSS were happy to just provide the bark. If not the CM needs to investigate other bark suppliers. The FC recommended speaking to Carl Westby at Hart District Council or maybe ask another Parish Council.

The FC ask the CM to investigate if the payback team could distribute the bark. If this was not a possibility the FC agreed to use the existing pitches contractor.

**ACTION**

CM to action above

**Decorating of tongue and groove panelling**

The FC discussed the quote to redecorate the external wooden panelling at the end of the sports pavilion end of the ZCC.

**RESOLVED**

The FC approved the quote for £285 from Danny Scrutt

The FC approved a further max budget of £100 for the boiler door and the outside tap to be done as well.

**ACTION**

CM to action

**Gate**

The FC discussed the quotes received for the purchase of a gate and the installation.

**RESOLVED**

The FC approved the purchase of a 120cm height gate at a cost of £149.98.

The FC approved fitting costs of £125.

## **ACTION**

CM to speak to Andy Fisk regarding the quote for the fitting of the gate in particular the charge for cement.

### **Pathway from Car park to toddler play area**

The FC discussed the quote to repair the area around two drain covers.

## **RESOLVED**

The FC approved the quote from Andy Fisk for £110.

## **ACTION**

CM to action

### **3 Minor Issues**

None

The FC would like to thank the CM for all their hard work with regards to all the recent issues at the centre.

### **43/16 FINANCE**

#### **(i) Finance and Human Resources Committee Terms of Reference**

This agenda item was deferred to the next CVPC meeting

#### **(ii) Financial Regulations**

This agenda item was deferred to the next CVPC meeting

#### **(iii) CVPC Risk assessment**

This agenda item was deferred to the next CVPC meeting

## **ACTION**

RFO to inform the Clerk

### **44/16 NEIGHBOURHOOD PLAN**

JA advised the FC of the following:-

- 1) The NP were looking into purchasing Survey Monkey with a perpetual licence by June
- 2) They were also looking into retaining another consultant on an ad-hoc basis
- 3) Quotes were being obtained regarding the design of the consultation.
- 4) There would be a consultation stand at the ZCC fete.

The RFO updated the FC with the details of the grants applied for.

### **45/16 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

#### **Meeting Dates for 2016**

Year	Month	FC/ Planning meetings
2016		
	May	23 <sup>rd</sup>
	June	20 <sup>th</sup>
	July	18 <sup>th</sup>
	August	1 <sup>st</sup> (planning only) and 15 <sup>th</sup>
	September	19 <sup>th</sup>
	October	17 <sup>th</sup>
	November	21 <sup>st</sup>
	December	19 <sup>th</sup>

**The meeting closed at 21.55pm**