

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 21st March 2016 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the April 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 Tabby Powell | (TP) |

24/16 APOLOGIES FOR ABSENCE

Cllr Peter Crawley

25/16 CHAIRMAN'S ANNOUNCEMENTS

None

26/16 MINUTES OF PREVIOUS MEETING

Finance minutes from the meeting of February 2016 (13/16 – 23/16).

RESOLVED

Minutes 13/16 to 23/16 were agreed as a true record and signed by the Chairman.

27/16 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None

28/16 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.

29/16 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

30/16 CHEQUES FOR SIGNATURE

The cheques were signed.

31/16 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Fire Alarm

The CM produced a report for the FC to discuss and consider.

The FC discussed the report in detail and agreed on the following course of action

- 1) Arrange for the contractor to carry out a 2 hour test.
- 2) A maximum budget was agreed for any work from the report in (1) to be done.
- 3) Terminate the existing contract with effective from 1st April 2016.
- 4) A budget was agreed for a new contractor to be appointed for the annual maintenance of the fire alarm. The CM to email the FC once details were obtained.

RESOLVED

The FC approved points 1 – 4 above

ACTION

CM to action points 1 – 4 above

Pest Control

The CM provided a report for the FC to discuss and consider.

SA asked the CM if the loft installation could be put back in place the next time work was being done up there as it had been moved in the past when other work had been carried out.

RESOLVED

The FC approved the following:-

- 1) £300 for 6 tamper resistant boxes

- 2) £20 for rodent box and insect monitor for the kitchen
- 3) £180 for the next 3 visits.

ACTION

CM to organise

Meeting room table and pull down screen

The CM provided a report for the FC to discuss and consider.

The FC discussed the report and quotes and asked the CM to find out the following from the preferred supplier and report back at the next meeting:-

- 1) Warranty length
- 2) Type of surface on the desks
- 3) Get some samples of the pale colour samples of wood finishes.

ACTION

CM to organise

Agenda item for April FC meeting.

Manual pull down screen for the meeting room

The CM provided various quotes and options for the FC to consider.

RESOLVED

The FC agreed a budget of £80 for the screen and £50 for the installation.

ACTION

CM to organise

.

2 External Centre Maintenance

The CM advised the FC that both contracts were up for renewal in May and she had agreed with the RFO that the contracts should go back out to tender.

ACTION

The FC agreed that 3 tenders should be obtained for discussion at their meeting in April. The tenders should be itemised.

CM / RFO to organise.

3 Minor Issues

RoSPA Playground Inspection Qualification Renewal

The CM informed the FC that both hers & the Clerk's RPII Level 1 RoSPA qualifications was due to expire on 17.09.16. She had provisionally booked two places on the Routine Inspection Course scheduled for 13th September at Swindon.

RESOLVED

The FC approved the above fees £325 for both the CM and the Clerk.

ACTION

CM to organise

Decoration of the Meeting room

The CM and RFO advised the FC that the contractor's timetable was very busy and they were finding it difficult to schedule the decoration of the meeting room before the year end. The FC agreed that this work could take place in the next financial Year.

ACTION

CM to advise the contractor and organise a new date.

Football Pitches

The FC discussed the request for a change in use.

RESOLVED

The FC agreed a charge for the additional time requested.

32/16 FINANCE

(i) February Accounts

The February accounts were approved by the FC

(ii) Finance and Human Resources Committee Terms of Reference

The Chairman asked the FC Committee to review the committee's TOR and circulate any suggested changes to the committee for correlation by the Clerk before the CVPC meeting on the 4th April 2016

(iii) CVPC Risk assessment

The Chairman asked the FC Committee to review the committee's TOR and circulate any suggested changes to the committee for correlation by the Clerk before the CVPC meeting on the 4th April 2016

ACTION

RFO to inform the Clerk

33/16 NEIGHBOURHOOD PLAN

Payment of Invoice 178 was agreed

34/16 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Meeting Dates for 2016

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

The meeting closed at 9.50pm