

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 17<sup>th</sup> October 2016 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the next meeting for any amendments

Present

Cllr Julia Ambler (Chairman of Finance)	(JA)
Cllr Indra Sinka	(IS)
Cllr Clive Eastwood	(CE)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

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#### **101/16 APOLOGIES FOR ABSENCE**

Cllr David Jackson

#### **102/16 CHAIRMAN'S ANNOUNCEMENTS**

None

#### **103/16 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of September 2016 (90/16 – 100/16).

#### **RESOLVED**

Minutes 90/16 to 100/16 were agreed as a true record and signed by the Chairman.

#### **104/16 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

#### **105/16 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.

#### **106/16 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

#### **107/16 CHEQUES FOR SIGNATURE**

The cheques were signed.

#### **108/16 Zebon Copse Centre (ZCC)**

##### **1. Centre Maintenance**

#### **Annual routine maintenance for Office Air Conditioning Unit**

The FC discussed the quote for the annual maintenance and repair of the vandalised unit.

#### **RESOLVED**

THE FC approved the quote for £65 from CAD for the annual maintenance.

The FC set a max budget for the repair and security cage of the outside unit.

#### **ACTION**

CM to action

#### **Emergency light testing**

The FC discussed the 2 quotes for the annual lighting tests.

#### **RESOLVED**

The FC approved the quote for £90 from Kevin Morris

#### **ACTION**

CM to action

#### **Initial Contract**

The FC agreed that the contract could be signed by Cllr Julia Ambler outside of the meeting.

#### **ACTION**

CM to organise signing of the contract.

##### **2 External Centre Maintenance**

The RFO said she had received a quote for maintenance on the 3 notice boards in Brandon Road and the 1 on Netherhouse Moor. The middle board on Brandon road also had a bug infestation. The FC agreed the quote and asked the RFO to assess the one in the village and obtain a quote for the next FC meeting.

#### **RESOLVED**

The FC approved the quote from Andy Fisk for £175

**ACTION**

RFO to action

**3 Minor Issues**

**Budget for Christmas Cards and gifts for Regulars and Contractors**

The FC discussed a budget for gifts for the regular users.

**RESOLVED**

The FC approved a maximum budget for Christmas gifts for regular users and contractors.

**ACTION**

CM to action

**Playground Inspections**

The CM advised the FC that following on from the last meeting she had completed all the checks that the FC had requested and they would be changing supplier as agreed.

**109/16 FINANCE**

**(i) September Accounts**

**RESOLVED**

The FC approved the report of the RFO.

**(ii) Marketing**

This item was deferred to the next FC meeting in November 2016.

**ACTION**

JA to organise a meeting with Tony Clarke

JA requested that a budget be set for removing all the bushes from the outside of the centre. This was agreed and a maximum budget was set. The FC requested that the CM and the RFO gets quotes for the next meeting

**ACTION**

RFO/CM to organise.

**110/16 NEIGHBOURHOOD PLAN**

The FC set a max budget for the remaining consultation.

**111/16 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

**CVPC - Agenda Items**

Review of bank accounts and allocation of funds between accounts.

Lone worker policy

**Meeting Dates for 2016**

Year	Month	FC/ Planning meetings
2016		
	November	21 <sup>st</sup>
	December	19 <sup>th</sup>

**The meeting closed at 8.55 pm**