

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 21<sup>st</sup> November 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 Simon Ambler	(SA)
Cllr David Jackson	(DJ)
Cllr Clive Eastwood	(CE)
Mrs Angela Sayers (RFO)	(AS)
Mrs Lucy Norris	(LN)

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**112/16 APOLOGIES FOR ABSENCE**

Cllr Indra Sinka

**113/16 CHAIRMAN'S ANNOUNCEMENTS**

None

**114/16 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of October 2016 (101/16 – 111/16).

**RESOLVED**

Minutes 101/16 to 111/16 were agreed as a true record and signed by the Chairman.

**115/16 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

**116/16 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.

**117/16 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**118/16 CHEQUES FOR SIGNATURE**

The cheques were signed.

**119/16 Zebon Copse Centre (ZCC)**

**1. Centre Maintenance**

**Oven Cleaning**

The CM advised the FC that she had obtained two quotes from local companies for the annual clean.

**RESOLVED**

The FC approved the quote for £110 from Flash Oven Cleaning for the cleaning of the oven and fridge.

**ACTION**

CM to action

**CBS Contract Renewal**

The FC discussed the renewal of the contract.

**RESOLVED**

The FC approved the contract renewal for £2028 from CBS for 1 year subject to checking the length of the warranty on the heaters with Nordic.

**ACTION**

CM to action.

**Annual Service of Intruder Alarm**

The FC discussed the quote for the annual service.

**RESOLVED**

The FC approved the quote for £90 from Alastair Clark for 1 year for the annual service of the intruder alarm.

**ACTION**

CM to action

**Handyman Service**

The FC discussed the quote for the repairs at the centre.

**RESOLVED**

The FC approved the quote for £325 from T3 Handyman for the various jobs around the centre.

**ACTION**

CM to action

**2 External Centre Maintenance**

**Additional Pest Control Visit**

The FC discussed the quote for a site visit in December.

**RESOLVED**

The FC approved the quote for £60 from Phil's Pest Control to cover one visit in December 2016.

**ACTION**

CM to action

**Worm Control of Football Pitches**

The FC discussed the quote to spray and treat worms on the pitches.

**RESOLVED**

The FC approved the quote of £485 from Shorts Agriculture for the worm treatment on the pitches.

**ACTION**

CM to action

**Clearance of soft landscaping at front of ZCC**

The FC discussed the quotes for the shrub clearance and grass seeding.

**RESOLVED**

The FC approved the quote of £755 from Andy Fisk for the Shrub Clearance at the front of the centre.

The FC approved the quote of £484.53 from Andy Fisk to seed the area where the planting has been removed and extend the grass area to the edge of the building.

**ACTION**

CM to action

CM to organise a Friday lunchtime meeting with Cllrs to consider the designs of a new path.

**3 Minor Issues**

**Centre Manager's mobile phones**

Following on from the CVPC meeting and review of the lone working policy document SA asked for confirmation from the CM that they were happy with the service/coverage of their existing mobiles .The CM confirmed the phones were adequate and would let the Cllrs know if it changes.

### **Initials Contract for signature**

Contract signed.

### **Photo competition**

CVPC to provide photos for the meeting room as no entries had been forthcoming.

The CM advised the FC that a member of one of the regular groups at the centre had asked if they could hire chairs from the centre over the Christmas period. The FC considered the request and said no.

## **120/16 FINANCE**

### **(i) October Accounts**

#### **RESOLVED**

The FC approved the report of the RFO.

### **(ii) Donation Request**

The Clerk had received a donation request from Victim Care to purchase security items such as personal alarms, CCTV, window and door alarms. They provide these items free of charge to victims and their families. They used to be funded via the Prisoner's Earning Act however that funding has now ceased and they are seeking funding to continue this provision.

The FC discussed the grant request and it was unsuccessful.

#### **ACTION**

Clerk to respond to the organisation.

### **(iii) Leaf Blowing**

The RFO advised the FC that she had a quote for the annual leaf blowing.

#### **RESOLVED**

The FC approved the quote from Andy Fisk for £700 for the leaf blowing. Same area to be covered.

#### **ACTION**

RFO to advise Andy Fisk.

### **(iv) Marketing**

JA advised the FC that she had received a website specification.

#### **ACTION**

JA to obtain quote based on the technical specification that has been sent through.

JA to circulate quote and specification to members before the next CVPC meeting.

### **(v) Quote for Village Notice Board**

The RFO advised the FC that she had received a quote for the notice board in the village. The work would entail clearing all the moss from the roof and treating the wood with wood preserver.

**RESOLVED**

The FC approved the quote from Andy Fisk for £72.99 for the maintenance of the village notice board

**ACTION**

RFO to action

**121/16 NEIGHBOURHOOD PLAN**

The FC discussed the terms of reference for the NP consultant – John Slater. All agreed they were happy with the standard terms.

**RESOLVED**

The FC agreed to appoint John Slater as a NP consultant and accept his terms. The FC authorised £1050 for the initial review of the existing document

**122/16 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

The RFO advised that the NatWest mandate had now been updated with regards to the removal of old signatures. The next step was to add Cllr Indra Sinka as a new signature. The RFO advised that she would get the necessary forms for the next CVPC meeting in December 2016.

**CVPC - Agenda Items for Monday 5<sup>th</sup> December 2016**

Website ZCC quote

Bank form to add Indra Sinka as a new signature.

**Meeting Dates for 2016**

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

**The Dates for next years meeting**

AS to send email to DJ with proposed dates

**The meeting closed at 9.30 pm**