

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 26th September 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 David Jackson	(DJ)
Cllr Simon Ambler	(SA)
Cllr Clive Eastwood	(CE)
Mrs Angela Sayers (RFO)	(AS)
Mrs Lucy Norris	(LN)

90/16 APOLOGIES FOR ABSENCE

None

91/16 CHAIRMAN'S ANNOUNCEMENTS

None

92/16 MINUTES OF PREVIOUS MEETING

Finance minutes from the meeting of August 2016 (79/16 – 89/16).

RESOLVED

Minutes 57/16 to 67/16 were agreed as a true record and signed by the Chairman.

93/16 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None

94/16 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.

95/16 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

96/16 CHEQUES FOR SIGNATURE

The cheques were signed.

97/16 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Feminine Hygiene Service / Provision of Toilet rolls

The FC discussed quotes for hygiene services.

RESOLVED

THE FC agreed to change contractors and move to Initial from January 2017.

ACTION

CM to action

Review service at the end of 1 year (January 2018) and if satisfied look at a 3 year contract.

Repairs

The FC discussed various repairs that needed to be carried out around the centre.

DJ advised the FC that he had provided the CM with a list of additional centre repairs which included moving the meeting room projector screen. He suggested that the contractor make a start on the list should he have any time leftover. In addition a further day should be booked out for the remaining repairs.

RESOLVED

The FC approved the quote for £465 for centre repairs from Doug Follett.

ACTION

CM to action

CM to book another day for remaining repairs.

2 External Centre Maintenance

Toddler play area wet pour repair

The FC discussed several quotes to repair the wet pour under the swing set in the toddler play area

RESOLVED

The FC approved the quote from RSS for £247.50.

ACTION

CM to action.

CM to get quotes for wet pour replacement of the whole play area for consideration at the budget meeting later this year.

Annual play area inspections

The FC discussed quotes for the annual inspections of the play areas.

RESOLVED

The FC asked the CM to obtain references for Seagrave Inspection Services first and also to check that our insurance with Came & Co would not be affected by changing supplier. If everything was satisfactory the FC were happy to accept the quote from them for £150. If not the FC agreed to stay with the Play Inspection Company £291.50

ACTION

CM to action and report back to the FC.

Moles at Lea Green

The FC discussed the quote for the recent mole issue at Lea Green.

RESOLVED

The FC approved the quote for £200 from Phoenix.

ACTION

CM to action

Replacement bulbs for internal lights and external PIR light

The FC discussed the quote for the outside PIR light in the overflow car park and several smaller issues inside the building.

RESOLVED

The FC approved the quote for £85 from Kevin Morris.

The FC approved a further max budget of £50 for further work on PIR sensor and porch lights.

ACTION

CM to action

3 Minor Issues

First Aid training course for Centre Manager

The FC discussed two quotes for training, one from St John's Ambulance and one from The British Red Cross.

RESOLVED

The FC approved the quote for £125 from St John's ambulance.

ACTION

CM to action

Lone worker policy review

The FC discussed the current agreement and agreed that the document needed to be reviewed and updated and a risk assessment completed.

ACTION

Clerk to action

Centre Managers' mobiles

The FC discussed the current rates charged and agreed to leave at present. The FC asked the CM to keep them updated should any issues arise.

98/16 FINANCE

**(i) August Accounts
RESOLVED**

The FC approved the report of the RFO.

(ii) Marketing

The FC agreed on the following:-

A meeting would be held with Tony Clarke and the following issues discussed:-

- 1) Centre Signs.
- 2) Hedges and tree surrounding the Centre.
- 3) Design of the front of the building.
- 4) Centre website and the specification required. The FC suggested quotes could also be obtained from the Reluctant Mouse and Emily at Silki skills once the specification had been agreed.

The outcome of the meeting would be discussed at the November FC meeting assuming Tony Clarke was available to meet before then.

(iii) Village Maintenance of Communal Area

The RFO advised the FC that she had received a quote from Winchfield for the Crescent Green area in the village as requested by the Clerk. The cost would be £50 for each cut.

RESOLVED

The FC approved the quote for £50/cut from Winchfield.

(iv) Pensions

The RFO advised the FC that following on from the last meeting she had obtained a tender from Menzies for Auto Enrolment Services. The costs would be higher if staff meetings were required (not a legal requirement).

RESOLVED

The FC approved the quote from Menzies for £2000.

ACTION

RFO to action

99/16 NEIGHBOURHOOD PLAN

No meeting this month – nothing to report

100/16 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Agenda Item for next meeting

Meeting Dates for 2016

Year	Month	FC/ Planning meetings
2016		
	October	17 th
	November	21 st
	December	19 th

The meeting closed at 21.17 pm