

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 20<sup>th</sup> March 2017 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)
Cllr Peter Kenaghan	(PK)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

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**23/17 APOLOGIES FOR ABSENCE**

None

**24/17 CHAIRMAN'S ANNOUNCEMENTS**

None

**25/17 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of February 2017 (12/17 – 22/17).

**RESOLVED**

Minutes 12/17 to 22/17 were agreed as a true record and signed by the Chairman.

**26/17 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

**27/17 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.

**28/17 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**29/17 CHEQUES FOR SIGNATURE**

The cheques were signed.

**30/17 Zebon Copse Centre (ZCC)**

**1. Centre Maintenance**

The FC discussed a quote for general repairs around the centre.

**RESOLVED**

The FC approved the quote for £325 from T3 Handyman.

**ACTION**

CM to action

**AV Equipment**

The FC discussed the recent issue with the microphone and agreed a service was required.

**ACTION**

CM to contact Savills and arrange a meeting to look at all minor issues .DJ asked to be present at the meeting.

CM to organise a quote so it can be authorised at the next CVPC meeting.

**Stage Floor**

The FC discussed the issues and agreed that the current remedial action specified was not satisfactory

**ACTION**

CM to request a meeting with senior management – CE to attend along with CMs.

**2 External Centre Maintenance**

**Quarterly Inspections at Lea**

The FC discussed the quote for the inspections at Lea Green.

**RESOLVED**

The FC approved the quote for £180 from RSS.

**ACTION**

CM to action

**Annual Mole Monitoring at ZCC**

The FC discussed the quote/options available to them for monitoring mole activity at ZCC.

**RESOLVED**

The FC approved quote 1006 for £650/annum from Phoenix Pest Solutions

**ACTION**

CM to action

**3 Minor Issues**

**Website Update**

DJ asked for this item to be deferred to the next FC meeting

**ACTION**

FC agenda item for April meeting.

**Proposed rate increases**

The FC discussed rate increases at the centre

**RESOLVED**

The FC agreed on the rates to be charged with effect from 1<sup>st</sup> April 2017.

**ACTION**

CE to action.

**Ladies toilet**

The CM advised the FC that one of the ladies toilets needed fixing.

**RESOLVED**

The FC agreed a max Budget of £100

**ACTION**

CM to action

**Notice Boards**

The FC discussed a quote to tidy up the public notice board at the Redfield's end of Brandon Road  
JA also requested that some pin board material be purchased for the 4 CVPC boards that currently have a carpet pin area. The RFO said she would speak to the Clerk.

**RESOLVED**

The FC approved a max budget of £70 for the Public Notice Board at the Redfield's end of Brandon Road

**ACTION**

RFO to liase with the Clerk regarding the purchase of pin board material for the 4 CVPC boards

**31/17 FINANCE**

**(i) February Accounts**

**RESOLVED**

The FC approved the report from the RFO.

**Provision Spreadsheet**

DJ suggested to the FC that provisions for certain projects needed to be allocated to individuals so the project spend could be monitored as the year progresses. Any over/under spend could then be clearly explained and minuted. This was agreed

The RFO said she would sent out the provisions spreadsheet shortly and once year end was completed the allocation of provisions for 17/18 and explanations of previous years under/over spend for 16/17 could be minuted.

**ACTION**

RFO to email the provisions spreadsheet  
Agenda item for May/June FC meeting

**(ii) Grant Request**

The RFO advised the FC that she had received a grant request from ZCRA to run a craft workshop at the annual fete on 25<sup>th</sup> June 2017

**RESOLVED**

The FC approved the grant request of £150 from ZCRA. The accounts have been reviewed by 3 Cllrs.

**ACTION**

RFO to inform ZCRA  
DJ to email accounts to the RFO

**(iii) Pensions update**

The RFO advised the FC that following a meeting with Menzies letters had now been sent to all employees advising them of their pension rights and inviting them to join the CVPC NEST pension scheme from 1<sup>st</sup> April 2017. The deadline for replies is 31<sup>st</sup> March 2017.

**(iv) Lea Green**

The RFO advised the FC that she had received a quote for the clearance of rubbish/brambles/trees from the area so that it is left in a suitable condition for our contractor to maintain going forward.

**RESOLVED**

The FC approved the quote for £1910 from Andy Fisk subject to him confirming he is a registered waste carrier.

**ACTION**

RFO to action

**32/17 NEIGHBOURHOOD PLAN**

JA asked the FC to authorise a quote for further work

PK queried the spending of the grant funds before the deadline and the RFO explained that the hours of the consultant needed to be worked/billed before 31<sup>st</sup> March 2017. The FC agreed.

**RESOLVED**

The FC approved the quote for £1748 from John Slater Planning limited.

**33/17 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

**CVPC meeting**

DJ asked the Councillors to look at the Community bus details so it could be discussed at the meeting. DJ to email out to everyone

Clive advised the FC that he was hoping to have a meeting this week with the play area wood expert.

**Dates of meeting for 2017**

18<sup>th</sup> April (Tuesday) – David sends apologies

22<sup>nd</sup> May

19<sup>th</sup> June

17<sup>th</sup> July – David sends apologies

7<sup>th</sup> August

21<sup>st</sup> August

18<sup>th</sup> September

16<sup>th</sup> October

20<sup>th</sup> November

18<sup>th</sup> December

The meeting closed at 9.20pm