

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 17<sup>th</sup> July 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 Clive Eastwood	(CE)
Cllr Dan Bunter	(DB)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

---

**65/17 APOLOGIES FOR ABSENCE**

Cllr Peter Kenaghan, Cllr David Jackson, Cllr Simon Ambler

**66/17 CHAIRMAN'S ANNOUNCEMENTS**

None

**67/17 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of June 2017 (54/17 – 64/17).

**RESOLVED**

Minutes 54/17 to 64/7 were agreed as a true record and signed by the Chairman.

**68/17 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

**58/17 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.

**59/17 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**60/17 CHEQUES FOR SIGNATURE**

The cheques were signed.

**61/17 Zebon Copse Centre (ZCC)**

**1. Centre Maintenance**

**Redecoration of Office: Office Flooring**

The FC discussed 2 quotes and options for the office floor.

**RESOLVED**

The FC approved a max budget of £450 to cover the quote of £395 from Tyne Flooring plus an additional £55 for spare carpet tiles.

**ACTION**

CM to action.

**Redecoration of Office: Shelf for CCTV Boxes**

The FC discussed the budget required for the relocation of the CCTV units in the office.

**RESOLVED**

The FC approved a max budget of £100.

**ACTION**

CM to action.

**Redecoration of Office: Removal and relocation**

The FC discussed the quote for the removal of the old office furniture and temporary relocation of the filing cabinets.

**RESOLVED**

The FC approved the quote from Andy Fisk for £58

**ACTION**

CM to action

**Repair to Dropped internal window panel**

The FC discussed the quote for the repair to the internal window panel in the Crookham Hall.

**RESOLVED**

The FC approved the quote from Crown Conservatories and Windows for £54.50.

**ACTION**

CM action.

**Repair to cracked external fire door Zebon Hall**

The FC discussed the quote regarding the cracked external door in the Zebon Hall.

**RESOLVED**

The FC approved the quote from Crown Conservatories & Windows for £230.

**ACTION**

CM to action

**Repair to faulty light unit in lobby**

The FC discussed the quote to repair the faulty light unit in the lobby.

**RESOLVED**

The FC approved the quote from Kevin Morris for £55.

**ACTION**

CM to action.

**Office Fujitsu Air Conditioning Unit**

The FC discussed the quote to replace the faulty condensate pump in the air conditioning unit.

**RESOLVED**

The FC approved the quote from CAD Air Conditioning for £172.

**ACTION**

CM to action

**2 External Centre Maintenance****Wet Pour Overlay to Toddler Play area**

The FC discussed the 3 quotes and various options in detail to replace the wetpour in the toddler play area.

**RESOLVED**

The FC approved the quote from Vita Play for £11728.39. CM to choose colour.

**ACTION**

CM to action

**Caloo Gym Equipment Operational Inspection and Maintenance Service**

The FC discussed the quote for an engineer inspection and maintenance visit for the gym equipment at Lea Green. In addition the FC discussed the budget required to replace 2 instruction signs that had been damaged.

**RESOLVED**

The FC approved the quote from Caloo for £395 for the engineer visit.

The FC approved a budget of £20 for 2 new signs.

**ACTION**

CM to action.

### **Appendix to Winchfield Landscapes contract**

The FC discussed the additional appendix required to the Winchfield Landscapes contract regarding the perimeter hedgerows

#### **RESOLVED**

The FC approved the cost and addition to the current contract.

#### **ACTION**

CM to action

### **Quarterly External Window Clean**

The FC discussed the quote for the quarterly window cleaning at the centre. It was agreed that the window cleaning would not form part of the cleaning contract going forward.

#### **RESOLVED**

The FC approved the quote from Nick Simpson for £25 /Qtr. for the window cleaning.

#### **ACTION**

CM to action

### **Report from Advanced Preservations Ltd on condition of wood in Junior Play Area**

Report kindly circulated by Cllr Eastwood for discussion and next steps.

#### **ACTION**

Agenda Item for budget meeting this year—discuss whether new a reserve for replacement play area equipment should be started.

CM to chase Clive for on- going maintenance quotes.

### **3 Minor Issues**

The CM asked the FC to approve a budget for 4 new soap dispensers.

#### **RESOLVED**

The FC agreed a max budget of £60.

#### **ACTION**

CM to action.

### **62/17 FINANCE**

#### **(i) June Account**

##### **RESOLVED**

The FC approved the June Report of the RFO.

#### **(ii) Website**

No update at present.

##### **ACTION**

FC August Agenda item.

Cllrs to forward suggested companies to Cllr Simon Ambler.

#### **(iii) Lloyds Bank Mandate**

The RFO gave new party information forms to Cllr Bunter & Cllr Eastwood with instructions.

##### **ACTION**

The RFO will give the forms to David and Peter.

Cllr Julia Ambler to give the form to Cllr Sinka

Cllrs to have completed ID at Lloyds (Fleet Branch) and have forms ready to hand back to the RFO at the September CVPC meeting.

The RFO advised the FC that the Business Reserve Account that was opened in error by NatWest had now been closed.

### **63/17 NEIGHBOURHOOD PLAN**

No additional funds required.

## **64/17 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

### **Availability for August Meetings**

#### **August 7th**

The RFO advised the FC that she would be away for the next meeting on the 7<sup>th</sup> August– Clerk has kindly agreed to cover

Cllr Julia Ambler, Clive Eastwood and Dan Bunter have confirmed their availability.

#### **August 21st**

A meeting to be held on the 21<sup>st</sup> August only if urgent issues arise.

Cllr Julia Ambler, Clive Eastwood and Dan Bunter have confirmed their availability.

If there is no meeting Cllr Julia Ambler has agreed to sign any cheques required outside of any meeting.

### **Dates of meeting for 2017**

7<sup>th</sup> August – Angela away – Carol to cover

21<sup>st</sup> August – only if urgent issues arise

18<sup>th</sup> September

16<sup>th</sup> October

20<sup>th</sup> November

18<sup>th</sup> December

The meeting closed at 8.53pm