

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 19th June 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 David Jackson	(DJ)
Cllr Simon Ambler	(SA)
Cllr Clive Eastwood	(CE)
Cllr Dan Bunter	(DB)
Mrs Angela Sayers (RFO)	(AS)
Mrs Lucy Norris	(LN)

54/17 APOLOGIES FOR ABSENCE

Cllr Peter Kenaghan

55/17 CHAIRMAN'S ANNOUNCEMENTS

None

56/17 MINUTES OF PREVIOUS MEETING

Finance minutes from the meeting of May 2017 (45/17 – 53/17).

RESOLVED

Minutes 45/17 to 53/17 were agreed as a true record and signed by the Chairman.

57/17 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

Fire Extinguishers

The FC discussed the annual maintenance contract for the fire extinguishers for 2017/2018

RESOLVED

The FC approved the quote from Richard Thorpe for £59 for the FY 2017/2018

ACTION

CM to action.

Annual PAT testing

The FC discussed the annual PAT testing.

RESOLVED

The FC approved the quote from Kevin Morris for £90 for the annual PAT testing.

ACTION

CM to action.

Chair cleaning

The FC discussed the cleaning of the upholstered chairs – 128 chairs in total

ACTION

The FC approved the quote from Fabriclean for £256

Office Furniture Redecoration of office

The FC discussed the quote for the redecoration of the office.

RESOLVED

The FC approved the quote from T3 Handyman for £335.

ACTION

CM action.

Electrics for office refurbishment

The FC discussed the quote for the following electrical work:-

Supply and fit 3 compartment trunking on 2 walls above table height.

To alter existing ring main to supply, fit and wire 10 x twin switch socket outlets.

To supply 3 x black boxes for data outlets.

RESOLVED

The FC approved the quote from Kevin Morris for £425.

ACTION

CM to action

Handyman – next day for summer holidays

The FC discussed the quote for the ongoing repairs around the centre.

RESOLVED

The FC approved the quote from T3 Handyman for £225 (1 day)

ACTION

CM to action.

YBC machine clean of floors

The FC discussed the quote for the machine clean of the floors in both halls and the kitchen.

RESOLVED

The FC approved the quote from YBC for £99.20

ACTION

CM to action

YBC cleaning contract

The FC discussed the renewal of the cleaning contract for the centre.

RESOLVED

The FC approved a 2 year contract at the agreed rate (subject to government wage changes)

ACTION

CM to action.

Replacement blinds for halls

The FC discussed all the quotes and options for the replacement blinds

RESOLVED

The FC approved the quote from Blindspot for £750.80.

ACTION

CM to action

CM to confirm figures quoted are net.

2 External Centre Maintenance

Fisk Gardening Services

The FC discussed the following:-

- Shelving for storage container
- Perimeter hedge trim
- Gutter clearance
- Perimeter fence damage/repair

RESOLVED

The FC approved the quote from Fisk Gardening Services for £226 for shelving in the storage container

The FC approved the quote from Fisk Gardening Services for £276 for the perimeter hedgerows

The FC approved the quote from Fisk Gardening Services for £86 for the guttering.

ACTION

Fence Damage - CM to look at options of just having it removed.

DJ to assess requirement for the fence to be retained

Report on quality of wood in junior play area

Update from Cllr Eastwood

The inspection was completed last Tuesday

ACTION

CE to email report to FC

3 Minor Issues

Website Update - Draft Tender document for new website.

Cllr Jackson circulated a report to the FC and asked for all comments and adjustment prior to the FC meeting.

ACTION

CM to send updated customer form to David – word version.

Cllrs to review form and give feedback to David in time for July CVPC meeting

CVPC agenda item for July – RFO to advise Clerk

RFO to ask Tony to give us a suggested list of contractors

Clerk to send Tender Doc out once agreed.

Air Conditioning Unit

The CM advised the FC that the air conditioning unit in the office had started to leak.

ACTION

CM to monitor and report back to the FC if there is any significant change.

CM to look at the manual regarding the drainage of the water tray.

62/17 FINANCE

(i) May Account

RESOLVED

The FC approved the May Report of the RFO.

(ii) Website

Agenda item covered above

(iii) Grant Request

The RFO advised the FC that she had received a grant request for £1000 from Church Crookham and Fleet Men's Shed Organisation. The RFO had circulated the CVPC grant request form to the FC in advance of the meeting.

ACTION

RFO to advise the following:-

CVPC would welcome resubmission when the project has moved forward. The earliest date for consideration would be April 2018 if the project was accepted during consideration of next year's CVPC budget during December 2017.

(iv) Lea Green Maintenance

The RFO advised the FC that she had received a quote from Fisk Gardening Services for ditch clearing work at Lea Green.

ACTION

RFO to check what's being done with the surplus soil. Is it being taken away or can it be put on another area?

RFO to report back to the FC and quote to be approved via email once FC query has been answered.

(v) Provisions

The RFO circulated a provisions schedule to the FC ahead of the meeting with suggested responsibilities.

RESOLVED

The FC agreed the provision responsibility allocation.

ACTION

Agenda item quarterly.

63/17 NEIGHBOURHOOD PLAN

Nothing to report. No financial requirements

64/17 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

DJ declared a non-pecuniary interest as a trustee of Accessible Boating Association.

CVPC July meeting agenda items

Website.

Other

DJ asked the FC to consider having disabled access at Chequers Wharf. Possible budget consideration for next year or lottery funding project. This was agreed. DJ said he would investigate further and report back.

Dates of meeting for 2017

17th July – David sends apologies

7th August – Angela away

21st August

18th September

16th October

20th November

18th December

The meeting closed at 21.40pm