

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee (FC) held on Monday 16th October 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 Dan Bunter	(DB)
Mrs Angela Sayers (RFO)	(AS)
Mrs Tabby Powell	(TP)

85/17 APOLOGIES FOR ABSENCE

Cllr Peter Kenaghan, Cllr Clive Eastwood.

86/17 CHAIRMAN'S ANNOUNCEMENTS

Additional Items:-

The Chairman referred to the following information received from David Lipscombe the Community Safety Team Leader:-

You may be aware that in your Parish area there have previously been some "Designated Public Place Orders" (DPPOs) which were put in by Hart District Council. These did not ban alcohol consumption in the area, but were used to restrict consumption if people were drinking in a manner likely to cause harassment, alarm or distress, or acting in an antisocial manner. They allowed for officers to move groups or individuals on, as well as confiscate alcohol.

Following the introduction of Public Space Protection Orders (PSPO) in 2014, DPPOs were subsumed into the new legislation, and as of October automatically converted into a PSPO. Without replacement signage these new orders are unenforceable – further to this having consulted with the local Police these orders are not utilised, and we are likely to struggle to justify keeping them in place long term as it would not be deemed proportionate. Police often find other legislation and powers allow them to tackle issues that arise locally, hence these are not used.

Ultimately we are looking at withdrawing all existing orders and starting from scratch on a need by need basis as and when evidence presents itself. PSPOs are also able to restrict much more than the consumption of alcohol, including loitering, begging, use of substances and urinating in public etc. Additional restrictions

RESOLVED

The FC agreed to recommend to full council that the existing DPPO orders are removed

ACTION

RFO to advise Clerk

87/17 MINUTES OF PREVIOUS MEETING

Finance minutes from the meeting of September 2017 (75/17 – 84/17).

RESOLVED

Minutes 75/17 to 84/7 were agreed as a true record and signed by the Chairman.

88/17 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None

89/17 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.

90/17 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

None.

91/17 CHEQUES FOR SIGNATURE

The cheques were signed.

92/17 Zebon Copse Centre (ZCC)

1. Centre Maintenance

Building Maintenance Annual routine maintenance for Office Air Conditioning Unit

The CM asked the FC to approve a quote for the annual maintenance of the unit.

RESOLVED

The FC approved the quote for £65 from CAD for the office air conditioning maintenance.

ACTION

CM to action.

Emergency light testing

The CM asked the FC to approve a quote for the annual testing.

RESOLVED

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

ACTION

CM to action

CBS Contract Renewal

The CM advised the FC that the current contract was automatically renewed and that there would be no increase in the annual cost.

This was noted by the FC.

CHAIRS

The FC discussed several quotes for the purchase of new chairs for the centre.

RESOLVED

The FC agreed the quote of 12 Presley Black Faux Leather Chairs for £830.10 from Office Reality.

ACTION

CM to action

Whiteboard

The FC discussed the various options and agreed on a budget.

RESOLVED

The FC approved a budget of £150 for the board and fitting.

ACTION

CM to action.

2 External Centre Maintenance

Mound to cableway at Lea Green

The CM advised the FC of the various options and costs available to them.

RESOLVED

The FC approved the quote from Vitaplay for £1108 – Option 2 - Rhyno Mulch in Green.

ACTION

CM to action

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

ACTION

CM/Cllr Eastwood to chase for on- going maintenance quotes.

3 Minor Issues

Budget for Christmas Cards and gifts for Regulars and Contractors

The CM requested a small budget to purchase Christmas cards and gifts for the regular users and contractors.

RESOLVED

The FC agreed a budget of £100 for Christmas gifts and cards for regular users.

ACTION

CM to action

Safeguarding

The FC discussed the changes that should be implemented to incorporate safeguarding regulations for children.

RESOLVED

The FC agreed to the following:-

The Terms and Conditions for users to be changed to incorporate safeguarding regulations.

Display notice to be displayed in both halls, meeting room and notice board with information for parents and carers

ACTION

CM to action

FC to agree on safeguarding regulation wording for the terms and conditions.

Website

No update. SA to source companies

Marketing

The FC agreed to a new notice with the new centre logo, being displayed at the front of the building with the centre details on.

ACTION

CM to email Tony/Carol and ask for a copy of the new logo

Wi-Fi Codes

RESOLVED

The FC agreed to free Wi-Fi for users in the building till 10pm.

93/17 FINANCE

(i) September Accounts & 6 monthly review

The FC agreed that the new P&L format would be incorporated into the suite of accounts produced each month.

RESOLVED

The FC approved the September Report of the RFO.

ACTION

RFO to add responsibility for budget provisions where applicable.

(ii) Grant Request

The FC discussed a grant request from The Royal British Legion. The funds would be used to send 2 people as representatives from the Fleet & Crookham area to the 90th anniversary of the Great Pilgrimage in Belgium – Ypres.

The FC discussed the grant request and asked the RFO to investigate the rules for the Chairman's Allowance to see if a contribution could be allowed. If it could, the FC agreed an amount and stated that it did not need to be refunded in the event of the donations exceeding the project target. It could be used to support Remembrance in the parish area in 2017. The FC further clarified that any contribution made would be a discretionary fund from the Chairman's allowance and not a grant.

ACTION

RFO/ Clerk to investigate the rules that govern Chairman's allowance spend and report back to the FC.

(iii) External Maintenance

Footpaths

The RFO advised the FC that she had received a quote from Andy Fisk to cut back the nettles and weeds on the footpath that runs from Lea Green across the back of Nether house Moor Estate on the side of Grove Farm.

RESOLVED

The FC approved the quote of £276 for the maintenance work required on the footpath.

ACTION

RFO to action

(iv) Street furniture

Telephone Box – Defibrillator – SSE connection charge

The FC discussed the additional funding required for the connection of power to the telephone box.

ACTION

The FC agreed on the following course of Action:-

Clerk to contact SSE and confirm that the funds already paid were refundable (promptly) if we do not proceed.

Clerk to investigate alternative sites for the Defibrillator. FC recommended looking at the outside walls of the Post Office, WI and Village Cars.

FC agreed to the payment of installation costs for any alternative sites – Maximum budget £300

FC agreed to an annual contribution to the owner towards electricity costs estimated at £4/year

Defibrillator – unit

The FC discussed the offer of a unit from the Farnborough Ambulance Station.

RESOLVED

The FC agreed to the purchase of a defibrillator for £1000 including cabinet.

ACTION

RFO/Clerk to action

Defibrillator – On going Costs and Training

The FC discussed the help and training offered by the Farnborough Ambulance Station regarding the installation, training, registering of device and ongoing checks.

RESOLVED

The FC agreed to all the above and expressed their thanks.

ACTION

RFO/Clerk to action

Dropbox

The FC requested that going forward all information placed in drop box for both ZCC issues and Finance issues are put in order of the agenda to make it easier to locate.

ACTION

RFO/CM to action

94/17 NEIGHBOURHOOD PLAN

No additional funds required.

95/17 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING

Information sharing

The RFO advised that the Lloyds Mandate had been updated successfully. JA requested to change the date of the next FC meeting – Agreed to move meeting from Monday 20th November 2017 to Thursday 23rd November 2017. (CM to confirm)

Agenda Item for November CVPC meeting

DPPO's
Defibrillator

Agenda Items for November FC meeting

Gravel at the front of the building – Solutions and quotes – CM to investigate
Dates for meeting 2018 – RFO to distribute proposed dates ahead of meeting so they can be agreed at the meeting

Dates of meeting for 2017

20th November-Thurs 23rd

18th December

The meeting closed at 9.52pm