



## Parish Council

These are the unadopted Confidential Minutes of a meeting of the Crookham Village Parish Council Finance and Human Resources Committee held at Zebon Community Centre, Danvers Drive on Monday 15<sup>th</sup> October 2018. Please refer to the Parish Council Minutes of the next meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)

Cllr Simon Ambler

Cllr Nick Hill

Mrs Angela Sayers

Mrs Tabby Powell

---

### **89/18 APOLOGIES FOR ABSENCE**

Cllr Peter Kenaghan, Cllr David Jackson

### **90/18 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of September 2018 (78/18 – 88/18).

#### **RESOLVED**

Minutes 78/18 to 88/18 were agreed as a true record and signed by the Chairman.

### **91/18 CHAIRMAN'S ANNOUNCEMENTS**

None

### **92/18 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

### **93/18 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.

### **94/18 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

### **95/18 CHEQUES FOR SIGNATURE**

The cheques were signed.

### **96/18 Zebon Copse Centre (ZCC)**

#### **Annual routine maintenance for Office Air Conditioning Unit**

The FC discussed the quote for the maintenance.

#### **RESOLVED**

The FC approved the quote from CAD for £70

#### **ACTION**

CM to action

#### **Emergency light testing**

The FC discussed the quote for the emergency light testing.

#### **RESOLVED**

The FC agreed to the quote from Kevin Morris for £95.

#### **ACTION**

CM to action

**Replacement batteries for pavilion fire panel**

The FC discussed the quote for the replacement batteries.

**RESOLVED**

The FC approved the quote of £60 from Richard Thorpe for two new batteries.

**ACTION**

CM to action.

**Renewal of contract with Initial**

The FC discussed the contract.

**RESOLVED**

The FC approved the renewal of the contract with Initial for £146.04/year for the next 2 years.

**ACTION**

CM to action

**Fire Shutters Annual Service**

The FC discussed the quote for the servicing.

**RESOLVED**

The FC approved the quote for £175 for the service of the shutters in May 2019

**ACTION**

CM to action.

CM to get quotes for replacement motors for budget purposes and to investigate if digital motors are a possibility.

**External goal store doors**

The FC discussed the revised and more detailed quote and specification.

The FC agreed the new specification

**ACTION**

CM to action.

**Storage charges at ZCC**

The FC discussed the table provided by the CM.

**ACTION**

Prepare a table showing the following: -

Current charge per square metre based on the current storage fee charged

Storage charge using £3 per metre square

Storage charge using £5 per metre square

Circulate to everyone before the next full council meeting so it can be an agenda item if a decision is not reached before then.

**Fitting cost for football boot scraper/brush**

The FC discussed the quote for the fitting.

**RESOLVED**

The FC approved the quote of £38 from Andy Fisk to fit the boot scraper/brush.

**ACTION**

CM to action

**Budget for Christmas Cards and gifts for Regulars and Contractors**

The FC discussed the budget required.

**RESOLVED**

The FC approved a budget of £100 for cards and gifts to the regular users and contractors.

**ACTION**

CM to action

### **New Website & ZCC Marketing**

The Committee requested authorisation for the following: -

Argent Creative Marketing invoice no. 1319 for £1,675.00 which relates to 50% of the agreed cost for design and production of the new website.

The FC discussed the 3 quotes received for the photography.

#### **RESOVED**

The FC approved the invoice from Argent Marketing for £1675.

The FC approved the quote from Clive Thompson for £420 for the photography.

#### **ACTION**

CM to action

### **97/18 FINANCE**

#### **Grit Bin**

The FC discussed the proposal from the Clerk regarding the replacement of the Grit bin at Jessett Drive. The RFO confirmed that funds were available in the budget.

Nestor 400L Grit bin from Glasdon

Grit Bin £188.17 plus fixings £14.99 -. Yellow or Green available.

Verbal Quote received to install and fill £179

#### **RESOVED**

The FC approved the purchase of a Nestor 400L grit Bin from Glasdon £188.17 in Green

The FC approved a max budget of £300 to cover Andy Fisk quote of £179, fixing kit

£14.99 and a balance of £106.01 for any additional labour that may be required to fit the grit bin with the fixings kit.

#### **ACTION**

RFO to action

Grit to be left in bags in the grit bin.

RFO to instruct Andy Fisk to review all the grit bins under the lengthsman scheme to determine which ones had usable grit and report back

#### **Tree Inspections**

The RFO advised the FC that the Clerk needed approval to appoint a tree inspector (Lea Green) in the next few weeks, so that he can identify works for the next financial year and allow us to budget accordingly

#### **ACTION**

The FC agreed this course of action providing that there was no cost involved in the initial consultation and the tree inspector appointed understood that there was no guarantee of the getting the work.

RFO/Clerk to action

### **98/18 NEIGHBOURHOOD PLAN**

No request for funds

### **99/18 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

#### **Dates of meeting for 2018**

2018		CVPC Meeting	FC/ Planning
November	Monday	5th	Monday 19th
December	Monday	3rd	Monday 17th

The meeting closed at 21.30 pm