



Parish Council

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These are the unadopted minutes of the Crookham Village Parish Council Finance and Human Resources Committee held at Zebon Community Centre, Danvers Drive on Monday 25<sup>th</sup> March 2019. Please refer to the Parish Council Minutes of the next meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)  
Cllr Simon Ambler  
Cllr David Jackson  
Cllr Peter Kenaghan  
Mrs Angela Sayers  
Mrs Lucy Norris

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**23/19 APOLOGIES FOR ABSENCE**

None

**24/19 MINUTES OF PREVIOUS MEETING**

Finance minutes from the meeting of 18<sup>th</sup> February 2019 (12/19 – 22/19).

**RESOLVED**

Minutes 12/19 to 22/19 were agreed as a true record and signed by the Chairman.

**25/19 CHAIRMAN'S ANNOUNCEMENTS**

None.

**26/19 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None

**27/19 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.

**28/19 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

None.

**29/19 CHEQUES FOR SIGNATURE**

The cheques were signed.

**30/19 Zebon Copse Centre (ZCC)**

**External Maintenance**

**Grounds and pitch maintenance contract**

The FC discussed 3 tenders for the contract

Contractor 1 – Quote A

Contractor 2 – Quote B

Contractor 3 – Quote C

**RESOLVED**

The FC agreed the quote(A) from Contractor (1) for a 1year contract – renewable for a second-year subject to satisfactory performance and price.

**ACTION**

CM to action

CM to build into the contract a note that unscheduled work must be dealt with promptly.

Clerk to send letters to all 3 contractors advising them of the outcome of the tender process.

**Replacement bin for junior play area**

The FC discussed the various options for a replacement bin in the junior play area

**RESOLVED**

The FC agreed to the purchase and installation of a Glasdon Jubilee outdoor litter bin with a ground lock system at a total cost of £621.25 made up as follows: -

Quote for £120 from Andy Fisk to install the new bin.

Quote of £65 from Andy Fisk to dispose of the old bin and other items

Cost of the new bin £436.25

**ACTION**

CM to action

**New Vacuum Cleaner**

The FC discussed the quote for a replacement hoover.

**RESOLVED**

The FC agreed to the purchase of a new Henry Hoover for £99.17.

The FC agreed to propose a change to the Standing Orders to allow CM to have authority to spend £100 a month (separate from petty cash) for small essential items for the centre. Any funds spent would be reported at the next FC meeting. FC to monitor for the next 6 months to see if £100 is adequate.

**ACTION**

CM to action.

Clerk to add as an agenda item to May CVPC meeting.

**New Website**

Centre Managers are aiming to have the new website ready to launch on 3<sup>rd</sup> April along with ZCC Facebook and Twitter pages.

The FC thanked Tabby & Lucy for all their hard work on the new website.

**31/19 FINANCE**

**Report from the RFO**

The RFO provided the following reports to the Council: -

Balance sheet at February 2019

Income & Expenditure Account for February 2019 as detailed below.

Summary of actual expenditure against budget – Year to date

Payments made in the month of February 2019– as detailed below.

**Income & Expenditure Account – February 2019**

<b>Income</b>	
<b>Hire of Facilities</b>	£ 6,490.61
<b>Hire of Pitches</b>	£ 867.01
	<u>£ 7,357.62</u>
<b>Expenditure</b>	
<b>Asset Maintenance and Repairs</b>	£ 2,626.88
<b>Office Expenses</b>	£ 169.88
<b>Printing, Postage &amp; Advertising</b>	£ 1,397.34
<b>Property Maintenance</b>	£ 947.79
<b>Property Services</b>	£ 818.42
<b>Salaries</b>	£ 4,301.28
<b>Subscriptions</b>	£ 100.00
	<u>£ 10,361.59</u>

**Note**

Reserve transfers have been actioned in the February accounts as agreed at the January meeting minute 028/19. In addition, a new Election Reserve has been added as agreed with members.

**Payments Made in February 2019**

Date	Num	Name	Net	Category
15/02/2019	dd	Tesco Mobile	14.16	Telephone & Broadband
12/02/2019	dd	Plus Net	40.50	Telephone & Broadband
25/02/2019	dd	Castle Water	26.05	Water Rates
25/02/2019	dd	Plus Net	32.99	Telephone & Broadband
25/02/2019	dd	Total Gas & Power	179.04	Gas
04/02/2019	3088	Argent Creative Marketing	390.00	Neighbourhood Plan
04/02/2019	3089	Argent Creative Marketing	196.00	Neighbourhood Plan
04/02/2019	3090	Cedardale Limited	1,490.00	Communal Areas
04/02/2019	3091	Viking Direct	93.71	Stationery
04/02/2019	3092	Imprint Colour	271.00	Neighbourhood Plan
04/02/2019	3093	Information Commissioners Office	40.00	Subscriptions
20/02/2019	3094 - 3098	Payroll	4,301.28	Payroll
04/02/2019	3099	HAGS Play Limited	48.00	Play Area
04/02/2019	3100	Moonstone media	37.85	Web & Computer costs
04/02/2019	3101	Survey Monkey	29.17	Neighbourhood Plan
04/02/2019	3102	Winchfield Landscape Services Ltd	114.16	Football Pitches Maint/ Communal Area
04/02/2019	3103	Winchfield Landscape Services Ltd	322.72	Football Pitches Maint/ Communal Area
18/02/2019	3104	Argent Creative Marketing	250.00	Neighbourhood Plan
18/02/2019	3105	Argent Creative Marketing	80.00	Neighbourhood Plan
18/02/2019	3106	Geosphere Ltd	60.00	Subscriptions
18/02/2019	3107	Fisk Gardening Services	27.00	lengthsman
18/02/2019	3108	Phil's Pest Control	60.00	Communal Areas
18/02/2019	3109	CBS	169.00	Electrics & Plumbing
18/02/2019	3110	Imprint Colour	152.00	Printing
18/02/2019	3111	YBC Cleaning	529.32	Cleaning
28/02/2019	3112	YBC Cleaning	175.00	Cleaning
28/02/2019	3113	YBC Cleaning	61.59	Cleaning
28/02/2019	3114	amazon	38.32	Web & Computer costs
28/02/2019	3115	Survey Monkey	29.17	Neighbourhood Plan
28/02/2019	3116	Fisk Gardening Services	502.00	Football Pitches Maint/ Communal Area
28/02/2019	3117	Fisk Gardening Services	63.00	lengthsman
28/02/2019	3118	Castle Water	525.68	Water Rates
28/02/2019	3119	Petty Cash - CVPC	70.00	Petty cash Float Advance
		<b>Total</b>	<b>10,418.71</b>	

**Note**

Direct Debits authorisation– Minute reference 136/18 (iii)  
 Petty cash payments made in the month of February 2019 £12.88

**RESOLVED**

The February 2019 reports were accepted by members.

**32/19 NEIGHBOURHOOD PLAN**

JA advised the FC that the last consultation had finished.

JA asked the FC to approve a max budget of £500 for revisions to mapping and illustration.

**RESOLVED**

The FC agreed a max budget of £500 for revisions to mapping and illustration.

**33/19 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

Meeting Dates		
2019	CVPC	FC/Planning
April	01/04/2019	15/04/2019
	08/04/2019	
May	13/05/2019	20/05/2019
June	03/06/2019	17/06/2019
July	01/07/2019	15/07/2019
August	no Mtg	05/08/2019
		19/08/2019
September	02/09/2019	16/09/2019
October	07/10/2019	21/10/2019
November	04/11/2019	18/11/2019
December	02/12/2019	16/12/2019

The meeting closed at 9.05pm