

**Minutes of the Meeting of
CHURCH CROOKHAM PARISH COUNCIL
FINANCE & POLICY COMMITTEE**

Date and Time: Tuesday 10th April 2012 – 7.30pm

Place: Gurkha room, The Harlington

Present:

Councillors: Nick Harris (NH), John Bennison (JB), Andrea Ong (AO),
Michael Burford (MJB)

Also: Jayne Hawkins – Clerk
Councillor Mel Williams (MW)
Councillor Pat Lowe (PL)
Councillor Kate Grant (KG)

There were no members of the public

Action

19/12 Apologies for Absence

Apologies were received from Councillor Butler and Councillor Shambrook

20/12 To approve minutes of the meeting held on Monday 9th January 2012

The meeting minutes were reviewed and were approved and signed as a true reflection of the meeting.

21/12 Declarations of Interest

There were no declarations of interest.

22/12 Chairman's Announcements

The Chairman gave the following updates:

- Update on insurance policy – Zurich have sent policy documents, payment due end of April
- Update on audit – Audit forms received, Year end with RBS on 19th April, Internal Auditor on 14th May, Audit form to Audit Commission by 11th June.

23/12 Public Session

There were no members of the public.

24/12 To review the updated actual vs. budget figures for January to March 2012 and the likely reserves at the end of the financial year.

The Chairman gave an overview of the actual vs. budget data at the end of March 2012

- A detailed spread sheet was circulated. Actuals are £43,184 under budget, in the main £30k is playground and £10k Harlington centre contributions. Income lower than budgeted due to less grass pitch bookings.
- Forecast reserves at end of year: £145K, but 60K will be spent on playground quite quickly. On-going reserves will be approx. £85K
- Likely to be some minor changes as we process year end.
- The outstanding debtors had reduced to just over £3K from over 5K at the end of March.
- The yearend bank statements were also available for Councillors to view.

25/12 To receive revised plans for the play park at Azalea Park and to decide whether to approve the additional costs associated with addressing contamination issues found in the Park as approved by environmental health officers at Hart District Council and if so to decide where to vire the funds from.

The Chairman reported that the additional work required by Hart District Council Environmental Health Officers was as follows:

- 1) 2m wide tarmac path – £6594.83
 - 2) Additional grass mats £3,387
 - 3) Hazardous waste disposal –£4,000
 - 4) Filling in voids identified by Ground Penetrating Radar - £956.46
- Total cost of additional work: £14,938.29

Total cost of play park: £114,936.46

It was reported that:

- A final report had been issued by TLC, Hart Environmental Health Officers has raised some questions that still needed to be answered.
- Miracle have issued a final cost for play park to include actions required for public safety. Total cost: £115K
- Funding: 60K from reserves, 50.5K available from S106 funding. Additional 4,436.46K to be vired from 2012/2013 budget.
 - Possible sources; 4310 Benches and mound – 5K
 - 4312 Hanging baskets – 5K

It was decided to recommend that funds were vired from 4312 – Hanging baskets to the Azalea Park Budget 4303. This was proposed by Cllr. Nick Harris, seconded by Councillor John Bennison and agreed by all.

The Clerk was asked to apply for the additional S106 funding.

26/12 To review the Terms of References for the Committees

The Chairman explained that this item had been put on the agenda so that Councillors could check that each Terms of Reference actually covers the work that each Committee is required to do.

The terms of references for all the Committees were reviewed and the following changes agreed:

- Amend the QEB Terms of Reference to Crookham Park
- Check for consistency of naming in all Terms of Reference
- Planning Committee ToR – amend Parish Plan to Neighbourhood plan, amend item 9 to as far as reasonably possible.

The Clerk was asked to check if the Terms of Reference need to refer to co-option of members of the public to the Sports and Recreation Committee and the Planning Committee.

27/12 To agree training requests for 2012 2013

A spreadsheet of training courses was reviewed and the expenditure was approved for

the following bookings.

- 18th April – IT workshop on Cloud technology, Clerk and Cllr Grant, £30.00
- 23rd April – Playground inspection course, Clerk and Deputy Clerk, £60.00
- 24th April – Clerks Forum, Audit and info Commissioner, Deputy Clerk, £15.00
- 15th May – Basic tree survey and inspection, Cllr Burford, £155
- 17th May – Planning for non-planners, Deputy Clerk, £30
- 19th June – Clerks Forum, £60.00
- 26th June – Charing Skills, Cllr Williams, £30
- 5th July – Allotments Course, Cllr Lowe £95, Clerks to check details.
- 18th Oct – Councillors as employers 10-12, Cllr Harris £30 book closer to time

25th May - Highways engagement, Cllr Grant, Cllr Burford. No charge

28/12 To agree a charging policy for adults and under 18's using the 3G five a side pitch, to consider

- **Charging in advance per 10 week period**
- **Payment collection, non-payment penalties**
- **Open access via hole in fencing for under 18's (sliding gate so can be locked if required for safety reasons)**

It was reported that in order for the PC to advertise pitches in the newsletter the Parish Council needs to include charges. It was agreed that the Parish Council would invoice block bookings for 10 weeks in advance rather than monthly for five a side and that an annual invoice would be raised for grass pitches.

A long discussion took place about whether the new five a side should be locked. It was decided that a lock with a key code would be fitted to the door of the five a side and that under 18's would be able to play for free if would be given the weekly code if they provide a contact number and name on the condition that they can only use the pitch when there were no paid for bookings.

29/12 To receive an update on electrical work at Peter Driver and outstanding issues.

The Chairman gave the following update:

- The maintenance company for Peter Driver Pavilion carried out an annual electrical survey and then produced a quote for the required remedial work £1777.50
- Councillor Shambrook inspected the work and requested some changes to the work. Electricians returned the next day and did some of the work but not all of it. Clerk then asked for the earth boxes to be made more secure and for feedback on the investigation work identified in the survey. The earth boxes have now been moved and the Clerk has asked again for feedback on the investigations that were identified in the original report.

It was pointed out that the Parish Council agreed to a 5 year contract with CBS.

It was agreed that the clerk would look at alternative companies that could provide maintenance services for Peter Driver and contact Zebon Copse Parish Council to find out who they are using.

Clerk



The clerk will prepare a specification for the services required.

Clerk

30/12

Agenda items for next meeting

- 1/4rly review
- Feedback on internal audit and final year end accounts.

31/12

To review three quotes for improving the changing rooms at Peter Driver. Previously circulated.

Report circulated.

No decision required, the clerk and Councillor Grant agreed to look at available grants.

KG/Clerk

32/12

Date of next meeting

9th July 2012. There being no further business, the meeting closed at 9.30pm

Signed.....

Date.....