



clerk@crookhamvillage-pc.gov.uk

These are the unadopted public minutes of Crookham Village Parish Council Finance and Human Resources Committee on Monday 20 April 2026. Please refer to the FHR Committee Minutes of the next meeting for any amendments.

Present:

Cllr Julia Ambler (Chairman)
Cllr Simon Ambler
Cllr Andrew Friend
Cllr Dr Indra Sinka
Mrs Tabby Powell (CM)
Mrs Angela Sayers (RFO)
Mrs. Carol Leversha (Clerk)

030/26 APOLOGIES FOR ABSENCE

None.

031/26 CHAIRMAN'S ANNOUNCEMENTS

None.

032/26 MINUTES OF 16 MARCH 2026 MEETING

The Finance minutes of March (Min 020/26 to 029/26) were presented.

RESOLVED: Minutes were agreed as a true record and signed by the Chairman.

033/16 DECLARATIONS OF INTEREST IN ANY MATTER ON THE AGENDA

None.

034/26 CONSIDER CRIME & DISORDER IMPLICATIONS

The Chairman reminded Members of their duty to consider any crime or disorder implications that might arise from any decision that they might make at this meeting.

035/26 PUBLIC PARTICIPATION (maximum of 3 minutes per speaker)

None.

036/26 REVIEW OF TORs OF FINANCE AND HR

The Chairman presented the updated ToRs for approval.

RESOLVED: The updated ToRs of the Committee were accepted.

037/26 COMMUNITY CENTRES

i. Repairs & Maintenance

(a) Underfloor Heating at HHCC

CM gave a verbal update and explained the conflict between two technicians.

RESOLVED: Quote 488 accepted for £717.09.

Action: CMs to action.

(b) Hareshill failed emergency lighting

RESOLVED: Quote from KM Electrics of £80.00 was approved.

Action: CMs to action.

(c) ZCC AV Upgrade and Hearing Loop

- Upgrade of AV system at £1713.10

Following debate this item was deferred. Cllr. S. Ambler will undertake to look at what would be the most cost-effective solution. He will have a look at what we have and

see what we are trying to achieve. It was believed that DVDs are not the usual method of broadcasting.

Action: SA & CMs

- Installation of Hearing Loops £1119.40 in both halls.
No client has raised this as an issue. Further options to be explored and costs. Cllr. Sinka gave the CM information on RNID who should be approached for assistance.

Action: CMs to action.

(d) Hareshill fire shutter battery back-up pack

CMs had engaged with contractor and were able to reduce cost of replacement unit by exchanging the old one and purchasing the replacement at cost. In addition, the unit can be fitted by our own contractor.

RESOLVED: Back-up battery pack exchange unit at cost £257.40 and labour at £40 were agreed.

Note from CMs: Upshot does not offer a Battery Back Up recycling service and have advised that we will have to organise our own disposal of them.

Action: CMs to action.

(e) Additional Handyman Day

CMs wish to engage labour and materials for any requirements during the summer at a cost of £240 labour and materials £100 – total £340.

RESOLVED: Members approved the request and total budget of £340.00.

Action: CMs to action.

(f) Fire Risk Assessment at HH

Fire Risk Assessment carried out last November and invoice now requires payment in the sum of £205.00. Going forward CMs wish approval of HH being brought in line with ZCC inspections every 2 years. Members accepted the late payment and supported the aligning of inspections for both Centres.

RESOLVED: Invoice to be paid when received by RFO.

Action: RFO

Action: CMs to advise contractor that 2 yearly inspections required.

(g) Intruder Alarm activations at ZCC

False alarm activations recently of which two were in the meeting room. CMs wish to have the sensors checked by contractor, however on inspection it was seen there is a gap at the top of the door. Door to be checked before further action. (Door hinges checked and if necessary ask the handyman to put a strip of wood on top.)

Action: CMs to action.

ii. Training

Fire Warden

CMs wish to confirm that Members support their continued 3 yearly training schedule. There is no legal requirement for appointing a fire warden for either centre.

RESOLVED: CMs to seek on-line refresher training which would cover a 3 year term.

iii. Cancellation Policy / Casuals Invoicing

CMs presented a very detailed breakdown of the issues. They proposed new cancellation timings for casual clients. Timeline agreed.

RESOLVED: Members agreed the new terms for casual clients. Casual hirers pay 100% up front when booking. In the event of a cancellation in accordance with the revised terms 25% will be deducted for administration.

Action: CMs to action.

iv. Contracts

For information only, Biffa currently imposing a surcharge whilst the fuel and energy markets are in turmoil.

Noted.

v. Play Areas

Issues with the wet pour repair at ZCC toddler play area. Did Members wish a further sealant be applied.

RESOLVED: Quote of £80 accepted.

Action. CM

vi. Litter pick / litter bin for Hareshill

The Clerk had shared the background to this request. Ask Hart Community Safety and Larkstel how the contaminated pieces can safely be collected and disposed of. If necessary, request Larkstel to carry out “on request” litter picks when such contaminated litter found. If abuse is occurring at around a regular period of time ask DGCS to call by at such times.

Members did not support providing a litter bin.

Action: Deputy Clerk to action.

038/26 FINANCE

Hart Lions Grant Request

A request for FoC use of HHCC on 8 May – 7pm to 10pm to promote Hart Lions seeking to engage with the community.

RESOLVED: FoC use of HHCC approved and covered by S137 Power.

Action: Deputy Clerk to action.

039/26 INFORMATION SHARING AND AGENDA ITEMS FOR NEXT MEETING

Steps at bottom of Watery Lane into Albany Park

The Chairman gave an update on a potential solution for upgrading the steps and installing a rustic handrail. She met on site with the Lengthsman who had provided a quote for undertaking this work. It was agreed to await the response Vistry will give to Cllr. Makepeace-Browne whom she is chasing for action. If no action within 6 weeks then we should be prepared to undertake the work. **This will be an Agenda item for Full Council.**

Narrow road signage Danvers Drive

The Clerk had made enquiries of suppliers and gave dimensions of one type. Members advised that the sign needed to be at least 2 metres in height to allow for it to be concreted into position.

Agenda item for Full Council

AVAILABILITY FOR THE NEXT FINANCE MEETING – 18 MAY 2026

Due to a clash of dates there will not be a quorum for this date. It was agreed that anything urgent to be dealt with at Full Council in June.

Mtg closed at 8.30,