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These are the unadopted Public Minutes of the Crookham Village Parish Council Finance and Human Resources Committee on Monday 20 July 2026. Please refer to the Finance and Human Resources 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)
Miss Anna Wierzbinska (Deputy Clerk)
1 Member of Public

048/26 APOLOGIES FOR ABSENCE

None.

049/26 CHAIRMAN'S ANNOUNCEMENTS

Chairman advised that item 8. Finance (iii) Community Event will be brought forward and discussed first.

050/26 MINUTES OF JUNE 2026 MEETING

Finance minutes (040/26- 048/26) from the June 2026 meeting.

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

051/26 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA

None.

052/26 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.

053/26 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

A Member of the Public addressed the Committee and presented proposals for a community Family Fun Day to be held on the Zebon Fields. The vision and objectives of the event were outlined, with the aim of creating a community-focused event for local residents.

The Member of the Public requested the Parish Council's support for the event. For the inaugural event, support was sought in the form of free use of the Zebon Fields. It was also indicated that future events may seek financial assistance or sponsorship from the Parish Council, including support towards the cost of portable toilet hire.

Cllr Julia Ambler advised that any decision regarding sponsorship or financial assistance would be a matter for Full Council and could not be determined by the Finance & HR Committee. The possibility of applying for a grant in future years was also discussed. Members advised that the Council will require a detailed event management plan.

In response to questions regarding funding, the Member of the Public advised that the sound system, event set-up and technical crew would be provided free of charge by friends of the organisers. It was also noted that the event is expected to operate at a loss in its first year and that any future surplus generated would be donated to a local charity.

The Committee discussed a number of practical considerations, including the potential assistance of the Zebon Copse Residents' Association (ZCRA) with leaflet distribution, catering arrangements, waste management, fire safety requirements and licensing arrangements for the sale of alcohol. It was noted that Fleet Lions had agreed to provide refreshments and that a local mobile caterer had provisionally agreed to attend the event.

054/26 FINANCE

(iii) Community Event

RESOLVED: F & HR Cttee approved the grant request for FOC use of the fields at Zebon Community Centre for the community event in August 2026, using s19 of LGA 1976.

ACTION: CMs to share with MoP list of all the necessary documents, licences, T&Cs and insurances, etc. Cllr Dr Indra Sinka and Clerk to arrange another meeting with MoP to go through fine details.

055/26 COMMUNITY CENTRES

(i) REPAIRS & MAINTENANCE

A. ZCC PAT Testing

CMs presented the following report to the committee:

Annual PAT testing is due for ZCC in July and Kevin Morris has provided a quote of £120.00 to carry this out. This is the same price as last year.

RESOLVED: F & HR Cttee approved the £120.00 for annual PAT testing at ZCC.

ACTION: CMs to action.

B. ZCC Hearing Loop system

CMs presented their report to the cttee.

RESOLVED: Due to having to comply with the legislation, F & HR Cttee approved the maximum budget of £1,500.00 to cover quote from Newtech for the hearing loop system and for the loop tester.

ACTION: CMs to action.

C. Replacement tables required at ZCC

RESOLVED: Cttee approved the quote of £178.95 for 2 new tables for ZCC.

ACTION: CMs to action.

D. Deep clean of floors at ZCC and HHCC

RESOLVED: F & HR Cttee approved the quote from Bubbles & Shine for £300.00 to deep clean the floors at both community centres.

ACTION: CMs to action.

(ii) CONTRACTS

A. ZCC Bubbles & Shine cleaning & caretaking contract renewal

RESOLVED: Cttee approved the contract renewal with Bubbles & Shine for ZCC from August 2026 for further 12 months. The new revised rate at £19.00/ hr for regular rate and £28.50 /hr for weekend rate. Contracted hours 11 hrs per week. F & HR Cttee also agreed to use Bubbles & Shine as out of hours emergency contact for community centres.

ACTION: CMs to action.

B. HHCC Lemon Booking contract renewal

RESOLVED: F & HR Cttee approved £396.00 for Lemon Booking contract renewal for HHCC.

ACTION: CMs to action.

(iii) PLAY AREAS

A. Climbing net in toddler play area

RESOLVED: F & HR Cttee approved the quote of £1,218.71 to replace the net in toddler play area.

ACTION: CMs to action.

B. Wet pour split in toddler play area – information sharing.

CMs have been monitoring split in the wet pour underneath the swings in toddler play area. This has been progressively worsening and we should now consider whether a repair is required before it opens sufficiently to become a trip hazard. CMs can seek quotes and share via round robin if no meeting in August if committee agrees.

RESOLVED: Cttee noted the above.

ACTION: CMs to monitor and to continue to provide an update.

(iv) UPDATE TO TERMS & CONDITIONS OF HIRE

RESOLVED: F & HR Cttee approved updated wording and amendment to T&Cs to cover the use of BBQs and fire pits by the hirers.

Safety signs to be placed around ZCC to advise no fires and no BBQs.

ACTION: CMs to action.

056/26 FINANCE

- (i) Adoption of Preferred Contractor and Supplier Policy**
Item deferred to the next meeting.

- (ii) Hareshill Report on Overheating**
Cttee discussed this item in some detail.

ACTION: Clerk to contact ventilation specialist again and advise that we are seeking solutions, rather than another assessment.

Clerk to also seek quotes for solar film to be installed professionally in the building and to investigate replacing the ceiling vents with ones that open to release excess heat when temperatures outside peaks. Cllr Simon Ambler due to check existing ventilation system at HH in roof areas to make sure all connected and working.

057/26 INFORMATION SHARING AND AGENDA ITEMS FOR NEXT MEETING

Cllr Friend to arrange online meeting with Mark Penfold and Cllrs Julia Ambler and Simon Ambler to discuss next steps of the ZCC Facilities Upgrade project.

PSPO for electric bikes on ZCC fields was discussed. CMs to keep the record of any electric bikes being used on the fields, as this will help to build the report for the police.

058/26 AVAILABILITY FOR THE NEXT MEETING

No meeting in August, approvals to be done by round of robin unless there are urgent items.

Meeting dates in 2026:

2026	CVPC	PLANNING	F & HR
AUGUST	No Meeting	3 rd (if required) 17 th (if required)	No Meeting
SEPTEMBER	7 th	21 st	21 st
OCTOBER	5 th	19 th	19 th
NOVEMBER	2 nd	16 th	16 th
DECEMBER	7 th	21 st	21 st

The meeting finished at 8.30PM.