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These are the Confidential Action Points of the Crookham Village Parish Council Finance and Human Resources Committee on Monday 21 September 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 Dr Indra Sinka

Mrs Lucy Norris (CM)

Mrs Angela Sayers (RFO)

Miss Anna Wierzbinska (Deputy Clerk)

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**059/26 APOLOGIES FOR ABSENCE**

Cllr Andrew Friend.

**060/26 CHAIRMAN'S ANNOUNCEMENTS**

None.

**061/26 MINUTES OF JULY 2026 MEETING**

Finance minutes (048/26- 058/26) from the July 2026 meeting.

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

**062/26 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**063/26 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.

**064/26 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

**065/26 COMMUNITY CENTRES**

**(i) PLAY AREAS**

**A. Wet pour repair under swings in Zebon Centre Toddler play area**

CMs presented their report to the committee.

**RESOLVED:** F & HR Cttee approved quote from PlayScene for maximum of £565.00 for wetpour repair in toddler area at ZCC.

**ACTION:** CMs to action.

**B. Timber Splits Hareshill Play Area**

CMs presented their report to the cttee. Discussion took place.

**RESOLVED:** The Committee noted the above and discussed the matter in detail. The Deputy Clerk will continue to monitor the situation and, should it deteriorate, the matter will be referred back to the Committee and, if necessary, dealt with by round-robin decision.

**ACTION:** CMs to action. CMs to contact Kompan to clarify the appropriate maintenance requirements and take any necessary action.

**C. Hedge/copse area at edge of Junior Play Area ZCC**

**RESOLVED:** The Committee approved the SCS quotation of £518.00 for the felling of trees along the edge of the Junior Play Area. Members agreed that ongoing maintenance of this area should be incorporated into the SCS contract.

**ACTION:** CMs to action. CMs to instruct SCS to proceed with the works and arrange for ongoing maintenance of the area to be added to the SCS contract.

**(ii) REPAIRS & MAINTENANCE**

**A. Handyman day**

CMs requesting £290.00 to cover labour (£240) and materials pot (£50) for further time provisionally required with T3 Handyman in October half-term week (and beyond).

**RESOLVED:** Cttee approved total of £290.00 for handyman day.

**ACTION:** CMs to action.

**B. PAT Testing at HH**

Annual PAT Testing due at Hareshill, quote received from KM Electrics (@ £60.00 (slight increase on £56.00 last year) to carry this out.

**RESOLVED:** F & HR Cttee approved quote from KM Electrics for £60.00 for PAT testing at HHCC.

**ACTION:** CMs to action.

**C. Damage to kitchen floor at Hareshill**

CMs provided Cttee with their report.

**RESOLVED:** The Committee noted the above and agreed to take no further action at this time. The condition of the floor will be kept under review, with refurbishment potentially reconsidered in approximately three to four years.

**ACTION:** CMs to seek a further opinion and investigate whether there are alternative options to conceal or improve the affected area rather than carrying out a localised patch repair.

**D. Planting of front flower beds at ZCC**

**RESOLVED:** Cttee approved £284.00 for planting of front flower beds at ZCC.

**ACTION:** CMs to action.

**E. Damaged border edging by ZCC office**

**RESOLVED:** F & HR Cttee approved £66.00 for the repair.

**ACTION:** CMs to action.

**F. Repair to brick wall and railing at front of ZCC**

**ACTION:** One quote received for £861.42 from local contractor. Another quote is pending. Round robin once in, redo the whole wall / piece. Wait for second quote and round robin.

**G. Minor roof repair at ZCC**

**RESOLVED:** Cttee approved quote of £120.00 from John Brown Roofing for roof repair at ZCC.

**ACTION:** CMs to action.

**H. Replacement CO Monitors for ZCC**

**RESOLVED:** Cttee approved £158.40 for new CO monitors.

**ACTION:** CMs to action.

**I. Outdoor Bins / Litter at Hareshill**

CMs and Deputy Clerk wish to review and share updates based on decision from finance meeting July 2024. CMs presented their report to the cttee.

**RESOLVED:** The Committee approved in principle a weekly litter-picking service by Larkstel at a cost of £20.00 per visit, to take place on Fridays ahead of weekend hirers. The proposal will be recommended to Full Council for approval in October.

**ACTION:** CMs to action.

**(iii) CONTRACTS**

**A. CBS Contract renewal – ZCC**

**RESOLVED:** F & HR Cttee approved £2,150.00 for the renewal of the contract for CBS at ZCC from January 2027.

**ACTION:** CMs to action.

**B. Lemon Booking subscription for HHCC**

**RESOLVED:** Cttee approved £396.00 for renewal of Lemon Booking subscription for HHCC.

**ACTION:** CMs to action.

**C. Fire extinguishers annual service at HHCC**

**RESOLVED:** Cttee approved the cost of annual service of fire extinguishers at HHCC.

**ACTION:** CMs to action.

**066/26 FINANCE**

**(i) Signs for Dog Bag Bins**

**RESOLVED:** Cttee approved maximum budget of £30.00 for new signs.  
**ACTION:** Deputy Clerk to action.

**067/26 INFORMATION SHARING AND AGENDA ITEMS FOR NEXT MEETING**  
**068/26 AVAILABILITY FOR THE NEXT MEETING – Quorum confirmed.**

Meeting dates in 2026:

| <b>2026</b>     | <b>CVPC</b>      | <b>PLANNING</b>  | <b>F &amp; HR</b> |
|-----------------|------------------|------------------|-------------------|
| <b>OCTOBER</b>  | 12 <sup>th</sup> | 19 <sup>th</sup> | 19 <sup>th</sup>  |
| <b>NOVEMBER</b> | 2 <sup>nd</sup>  | 16 <sup>th</sup> | 16 <sup>th</sup>  |
| <b>DECEMBER</b> | 7 <sup>th</sup>  | 21 <sup>st</sup> | 21 <sup>st</sup>  |

The meeting finished at 20.10 PM.