Parish Council

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These are the Confidential Action Points of the Crookham Village Parish Council Finance and Human Resources Committee on Monday 19 October 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)
Miss Anna Wierzbinska (Deputy Clerk)

069/26 APOLOGIES FOR ABSENCE
None.

070/26 CHAIRMAN'S ANNOUNCEMENTS
None.

071/26 MINUTES OF SEPTEMBER 2026 MEETING
Finance minutes (059/26- 068/26) from the September 2026 meeting.
RESOLVED: Minutes were agreed as a true record and signed by the Chairman.

072/26 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA
None.

073/26 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.

074/26 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)

075/26 COMMUNITY CENTRES

(i) PLAY AREAS

A. Timber Splits Hareshill Play Area
CMs presented their report to the committee.
RESOLVED: The Committee noted the update from the Community Centre Managers and agreed that further discussions should take place with Kompan, as Members considered that the timber splitting should be covered under the warranty.
ACTION: CMs to contact Kompan again, providing the written assessment from the Council's independent expert confirming that the timber split is a structural issue, and request that Kompan reconsider its position regarding warranty coverage.

(ii) REPAIRS & MAINTENANCE

A. Emergency light testing at ZCC

RESOLVED: Cttee approved £110.00 for an emergency light testing by KM Electrics at ZCC.

ACTION: CMs to action.

B. Floor cleaning machine

RESOLVED: The Finance & HR Committee approved a budget of up to £300.00 for the purchase of a floor-cleaning machine for use at both community centres. Should the cost exceed £300.00, further approval will be sought from the Committee by round-robin decision before purchase.
ACTION: CMs to action.

(iii) CONTRACTS

A. Bubbles & Shine contract renewal for HHCC

RESOLVED: F & HR Cttee approved the contract renewal for Bubbles & Shine for further 12 months at HHCC at £19.00 per hour for regular rate and £28.50 per hour weekend rate.
ACTION: CMs to action.

B. ZCC Ring Doorbell 'Home Basic' plan renewal

RESOLVED: Cttee approved the annual plan renewal for Ring Doorbell at £49.99.
ACTION: CMs to action.

C. Spy Alarms (formerly Guardwell Securities) HHCC – CCTV and intruder alarm with remote monitoring

RESOLVED: The Finance & HR Committee approved the renewal of the CCTV servicing and monitoring contract with Spy Alarms at a cost of £99.00, and the intruder alarm servicing and remote monitoring contract at a cost of £271.00, both for a further 12 months from October 2026, at Hareshill Community Centre.
ACTION: CMs to action.

D. CBS Contract renewal –HHCC

RESOLVED: The Finance & HR Committee approved the renewal of the annual water monitoring contract for Legionella Control with CBS at Hareshill Community Centre, at a cost of £1,235.25 for 12 months from 2 January 2027. Members noted that the renewal cost includes the Legionella Risk Assessment review due in November 2027.
ACTION: CMs to action.

E. Annual service agreement for fire alarm panel at HHCC

ACTION: CMs to contact Richard Thorpe to establish what changes or upgrades to the existing fire alarm system would be required for him to take over its servicing and maintenance, and report back to the Committee in November.

F. Initial Washroom Hygiene renewal contract for Hareshill

RESOLVED: The Finance & HR Committee approved the renewal of the washroom hygiene contract with Initial at Hareshill Community Centre for the period 1 November 2026 to 31 October 2027, at a total cost of £224.66, covering feminine hygiene bins (£87.58) and the nappy disposal unit (£137.08).
ACTION: CMs to action

(iv) HIRE RATES / NOTICE PERIOD

A. Hire Rates

RESOLVED: The Finance & HR Committee approved the proposed increase in hire charges, effective from 1 January 2027. Members agreed to a 15% increase in regular hire rates at both community centres and approved the removal of the discounted combined hall hire rates for casual bookings at Zebon Copse Community Centre.

ACTION: CMs to action.

B. Notice period for regular hirers

RESOLVED: The Finance & HR Committee approved an increase in the termination notice period from four to eight weeks for regular hirers booking more than six hours per week at either community centre. The existing four-week notice period will remain unchanged for regular hirers booking six hours or less per week. Members also clarified that the wording in Clause 34, "payment of your hire fees due in full", means that the hirer remains liable for all hire fees for the remainder of their signed Hire Agreement term.
ACTION: CMs to action.

(v) CHRISTMAS GIFTS/THANK YOUS
RESOLVED: Cttee approved the £60.00 donation to Hart Foodbank under LGA 1972, s137(3)(a)
ACTION: CMs to action. Deputy Clerk to design Christmas e-card and circulate to staff and Members.

076/26 FINANCE

(i) Hareshill Overheating Consideration and Approval of Expenditure for Specialist Advice

RESOLVED: The Finance & HR Committee approved a budget of up to £250.00 for two hours of specialist advice from McCallan Penfold, including a site visit to Hareshill Community Centre to assess the overheating issues and recommend potential solutions, under s111 of the Local Government Act 1972.
ACTION: Cllr Friend to arrange the date and time for the visit to take place.

077/26 INFORMATION SHARING AND AGENDA ITEMS FOR NEXT MEETING
Charges for site visit with Ian Janes – possible agenda item
Fire alarm panel at HH – agenda item in November.

078/26 AVAILABILITY FOR THE NEXT MEETING – Quorum confirmed.

Meeting dates in 2026:

2026	CVPC	PLANNING	F & HR

NOVEMBER	2nd	16th	16th
DECEMBER	7th	21st	21st

The meeting finished at 20.18 PM.