



CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting Minutes

Date: 26/01/2026
Place: Acorn Hall
In attendance: Cllr Bruce Bulgin, Cllr Michael Burford, Cllr Dan Hill, Cllr Gareth Saunders, Cllr Kate Stewart, Cllr Gill Thomas, Cllr Annette Whibley
Also: Clerk and Deputy Clerk, HCC Cllr Parker, HDC Cllr Axam and 1 member of the public

Meeting commenced at 19:45

26/001	Apologies for absence Apologies were received from Cllrs Ford and Moss
26/002	Approval of Minutes from previous meetings To approve minutes of the following meetings: Full Council Monday 24th November 2025 Planning Committee meeting held 12th January 2026 Finance & Policy Committee meeting held 12th January 2026 It was resolved to approve minutes as listed as true record of the meetings Proposed GS, seconded and all in favour.
26/003	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. None received
26/004	Declaration of interest relating to any item on the agenda. To receive any declarations of interest from members. None received
26/005	Chair's announcements To receive announcements from the Chair Chair reported that he was pleased to note that the County and District elections are to go ahead in May. Chair also reported on the useful meetings recently attended, including with Taylor Wimpey and Its Your Place, Internal Auditor and most recently with Cllr Axam and Head of HDC Planning department. The latter was to air concerns over some planning decisions. The meeting whilst frustrating in terms of the restrictions due to

	planning law in relation to Grange Estate and Gravel Road application an apology was received in relation to other applications discussed including the delay caused to the CCPC scooter track by the department.
26/006	Public Session This is an opportunity for members of the public to bring matters to the attention of the meeting. Cllr Parker reported on the planned installations of road crossings. Reading Road South crossings are scheduled to commence 13th April aiming to be installed prior to the school summer term. Cllr Whibley questioned whether that would give enough time for works in Sandy Lane to be completed and expressed concerns over both roads being closed at the same time. Sandy Lane crossing likely to be during the summer holidays. Stagecoach will be reminded of the need for a diversion when Sandy Lane is closed for the required gas works. Yellow lines are due to be installed on Sandy Lane between Naishes Lane and Beacon Hill Road in efforts to increase safety. This is still going through the statutory consultation period. Concerns were voiced over the erratic parking on this stretch and had been communicated to PCSO Page.
26/007	Grant applications To receive and consider approval of grant applications £20k revised budget. YTD spend £11,392.50 Fleet Spurs £1,000, RBL £177.50, Wessex Life Education £1,015, Challengers £1,500, Citizens Advice £2,000, Fleet Festivities £1,000, Crookham Juniors £4,400, Fleet Town Christmas Dinner £300. Grant request of £1,000 from Fleet Carnival in November was postponed to await financial information now received It was resolved to award the grant of £1,000 to Fleet Carnival Proposed GS, seconded and all in favour. Representative of the committee thanked members and confirmed that this year is the 70th Fleet Carnival. A number of the committee members are however standing down after this year so they are seeking new members to join to carry on this traditional community event.
26/008	Church Crookham Parish Council Election Timetable To receive the Election timetable for the Parish Council all out election year For information. Any members of the public welcome to inquire about joining the Parish Council please contact the Clerk via email clerk@churchcrookham.org.uk Church Crookham Parish Councillors are coming to the end of the current 4-year term and therefore CCPC is subject to an all-out election with the process commencing in March. All ten positions will become vacant as Councillors stand down. There is an application process for all who wish to be stand as a Parish Councillor from May 2026 for the next 4-year term. The ten vacancies are spread across 3 areas (wards) within Church Crookham: Gally Hill - 2 vacancies Crookham East - 5 vacancies

	Queen Elizabeth - 3 vacancies The Clerk will obtain a number of application packs from Hart District Council for those that wish to apply to stand again. Please note that if 10 applications are received the positions will be filled as an "Uncontested Election". If e.g. 11 applications are received then the oversubscribed ward will go to election on May 7th. If e.g. 9 applications are received then those 9 vacancies will be filled and CCPC will be able to fill the remaining seat by co-option for a limited period of time. The key dates are as per the election timetable were provided but key to those wishing to stand is the 9th April for submission to Hart DC. The newsletter will contain information to residents to encourage residents to stand and social media will also be used. Please allow plenty of time for the office staff to assist you to ensure timely applications.
26/009	Consultations To receive an update on consultation responses submitted Following the November meeting and as agreed responses to the following consultations were submitted on behalf of CCPC by Chair Cllr Saunders and Clerk:- Hampshire Budget Consultation School Transport Policy Consultation Local Government Reorganisation Consultation. Responses were provided.
26/010	Crookham Park Update To receive an update on Crookham Park outstanding developer obligations and report on meeting with Crookham Park management company A meeting was held between CCPC, Taylor Wimpey and Its Your Place on Tuesday 20th January. Discussion points included:- - Areas of responsibility maintenance - The original mapping for the development was referred to and particular locations discussed and agreed. The Management Company confirmed they have appointed a new grounds maintenance contractor to look after the site. Taylor Wimpey agreed to review and revise the mapping to ensure it is up to date but admitted this would take some time. It was agreed that in the interim that all parties would liaise closely and ensure any problem areas are picked up appropriately. - Tree Maturity and maintenance plan including development wide TPO - It was acknowledged that trees planted since 2005 are not covered by a Tree Preservation Order but some are coming to maturity. Concerns were raised by CCPC following felling of two trees undertaken by resident appointed contractors and would like to see a blanket TPO implemented. Taylor Wimpey commented that a blanket TPO would mean that any future works would then be subject to delay due to the planning process, but all parties agree that this would be preferable to the potential loss of trees originally planted as part of development scheme. Management company agreed to look at managed areas and deal with any tree issues in the short term. - Car park and area in front of shops - Litter picking was discussed and the Management company agreed that they would look to install an additional bin at the location and potentially increase litter picks (currently 30 mins per week). IYP are about to carry out a deep clean of the location with jet and brush cleaning to remove chewing gum etc.. IYP are making a donation to the school for their efforts in litter picking. The land is owned by a Freeholder and managed by IYP. There is currently

	a survey of the car park usage to allow the Freeholder to determine the use of ANPR car parking system and reallocating specific parking spaces to each of the businesses. It was agreed that whatever changes may be forthcoming that communication with school parents, residents will be important to understand any changes. - Winter management of roads - It was confirmed that even when roads within Crookham Park are adopted by the Highways Authority that the roads within will not be considered a "Priority Route". Grit bins were discussed as historically there have been bins within the development but these have not been maintained and are misused as litter bins. There is also a liability issue on the owner of the grit bins. It was agreed to remove grit bins that are no longer maintained by developer from the development. The newsletter will be used to advise residents to be winter ready by purchasing some grit for personal use. - Other developer obligations Lighting - the works order has been placed and a light audit carried out with additional lights found to be not working and repairs ordered. This is likely to take place mid to end of February. Ditch work - Clerk mentioned concern over potential flooding in SANG following ditch realignment. Evidence was provided following heavy showers which will hopefully force the outfall from the balancing pond below the athletic track. Following the clearance of CCPC managed ditch Taylor Wimpey will instruct their contractor to advance the designs for required works to enable HCC sign off. Drain adoption - Taylor Wimpey confirmed they have parcelled off the areas based on outflows from the development and aim to progress a sectional adoption process in the coming months. Road Adoption - Leipzig Road has now been offered to Hampshire Highways and likely to be adopted. The required remedials for the final section of Naishes Lane will be addressed next to complete that adoption. The rest of the development is planned to be parcelled over in line with the plan for drain adoption. CCPC to formally request a copy of the map of parcels. Sang Management - Taylor Wimpey confirmed that a new management plan has been requested for the SANG which will enable the strategy to be implemented by the appointed contractor. A very useful meeting and agreed to include the site Management company in regular comms.
26/011	Southern Gas Replacement Works & Sandy Lane Mitigation To receive an update on discussions with SGN on ongoing works within Church Crookham Cllr Whibley reported that works continue. The addition of a 4-way traffic light system has improved traffic flows at the Gally Hill Road, Aldershot Road and Sandy Lane junctions. Lights went out on Friday night but this was quickly resolved. Once the works is approx. 40m past the Sandy Lane junction on Aldershot Road the traffic lights will go to 2-way lights system. Whilst works are due to commence on Sandy Lane on 9th February this is likely to be delayed. There has been positive feedback on the communication strategy for schools to encourage a safe journey to school during the Sandy Lane closure. This will also be shared via the newsletter.
26/012	Emergency and Resilience Planning To agree a strategy for updating the Emergency and Resilience Plan Cllr Whibley suggested update to Emergency & Resilience Plan with assistance from Cllrs Moss and Stewart.

	It was agreed to create a plan that covered key action points in an emergency and a list of partners and services to contact. Cllr Whibley offered to compile a list of key contacts. Clerk advised consideration to GDPR and expiry of contacts if they move on from post. Facilities Officer to assist with potential for equipment in case of emergencies.
26/013	Scooter Track Project To receive an update on the Scooter track project CCPC having appointed a planning adviser to assist with planning application validation queries received from HDC Planning department has successfully managed to get confirmation that planning is not required and that the project can proceed under permitted development. This set back the scooter track back 3 months. CCPC express thanks to Martyn of Churchill Design for his perseverance during this matter. Facilities Officer has booked the project works to commence early April so track in for May event. Following the meeting between the Chair and the Head of Planning an apology for this error was received.
26/014	Staff Committee Matters To approve the Staffing Maternity Cover Recruitment process and timeline Job to be advertised on Indeed and Website/Socials Advert and Job/Person Spec circulated for agreement to Staff Committee 26th January - Agree advert for release Friday 6th February - Closing date for applications (shortlisting to be carried out as applications are submitted) Week commencing 9th February to 19th - Interviews to take place Thursday 19th or Friday 20th - Staff Committee interview panel to meet to agree candidate to offer Staff Committee to bring proposal to Full Council on February 23rd Make offer following conclusion of Full Council meeting Carry out starter checks and issue contract subject to agreement on starting date. It was agreed to follow the above process.
26/015	Assertion 10 Compliance Statement To receive an Assertion 10 Compliance statement and recommend for approval and adoption Please refer to Audit agenda item. The new assertion to be tested via audit is yet to be clarified to Internal auditors but in anticipation a Compliance statement has been prepared addressing the key points within the "Smaller Authorities Proper Practices" It was resolved that Church Crookham confirms its compliance with the Assertion 10 requirements as set out under 2025 Practitioners' Guide issued by the Smaller Authorities Proper Practices Panel. Digital & Data Compliance - Data Protection and Security, Policies, Accessibility Statement, Training. Transparency Code for smaller authorities. Proposed GS, seconded MB, all in favour.

26/016	Review of policies. To approve updates to policies following recommendations of the Finance & Policy Committee meeting A number of policies were reviewed by Finance & Policy Committee and are being updated for the latest version to publish: All changes discussed were recommended for approval at Full Council as listed below:- Anti-Fraud, Corruption & Theft - Minor amendment re in absence of Chair Charity rates for hire of all CCPC owned facilities for charitable and fundraising events - Minor change to make budget amount generic by referring to the current budget. Complaints Procedure - No changes proposed Councillor Expenses -No changes proposed Facilities & Open Spaces Policy & procedure -No changes proposed Food Outlet Policy -a statement about Food Hygiene Certificates to be added Grant and Donations Policy (& Application Form) -No changes proposed. ICO Data Privacy Impact Assessment CCTV v1 -Updates outstanding at F&P now complete Internal Controls -No changes proposed Publication Scheme FOI -As per audit requirement version aligned with ICO website version Treasury & Investment Policy -To remove now invalid statement and include mention of 2nd current account Proposed GS, seconded MB, all in favour.
26/017	Tree Works To approve Tree works as outcome of surveys and other works Works to be booked in between now and 31st March (subject to TPO requests for current survey works) is as follows: 1. Channer Copse woodland work approx. £11k 2. Non Crookham Park areas Works required following survey and planting at Azalea £12,980 3. Crookham Park areas works required following survey and planting by tennis courts (native hedge) £18,810 To note: Orchard play park works commence week of 16th February so will need stump grinding out before then. Planting of 15 disease resistant Elms provided by HCC. POSTPONE tree planting highlighted blue on quotes total £14,840 until the 26/27 planting season i.e. this time next year. Proposed GS, seconded GT, all in favour.
26/018	Actual vs Budget To review the actual vs. budget figures for year to date as reviewed by Finance & Policy Committee

Summary Actual v's Budget 2025/2026

April 2025 - December 2025

Precept

Inc or Exp	Type	Values	Sum of Actuals year to date	Sum of Forecast year to date
		Sum of Budget 25/26		
+ Income		462,039	413,022	492,358
+ Exp		-374,023	-326,533	-452,863
+ Project		-5,000	-71	-5,000
+ To EMR		-83,016	-83,016	-83,016
+ From EMR		0	42,822	42,822
Grand Total		-0	46,224	-5,699

Income

Facility income - (football bookings and Community centre bookings) likely to be £10k better than budget, due to a regular meeting room hire and increase capacity in Acorn.

Interest received -10k above budget relating to cash holdings on Flagstone platform.

Sundry Income - S106 HDC funds claimed and insurance pay-out for height barrier.

Expenditure

Employment PAYE £8k above budget spend due to increase in staff hours.

Community Centre costs - 30k above budget spend. Easigrass for Acorn outside space and storage cabinets offset by release from EMR therefore NIL impact.

Grounds Maintenance - Tree costs higher due to dry summer watering.

Open Space - Higher due to the Azalea slide, this is offset by EMR release, therefore NIL impact.

EMR movements

Acorn Easigrass replacement and Acorn storage solution.

Likely outturn as per budget therefore no need for EMR releases to be reviewed at year end when year end position known.

Summary Actual v's Budget 2025/2026

April 2025 - December 2025

S106

Inc or Exp	Type	Values	Sum of Actuals year to date	Sum of Forecast year to date
		Sum of Budget 25/26		
+ Income			100,000	100,000
+ Exp		-116,908	-306,339	-390,662
+ To EMR		0	100,000	100,000
Grand Total		-116,908	-106,339	-190,662

S106 Income

Maturing investments in year shown but not budgeted (will be budgeted in future

	year) Expenditure Grounds maintenance Overspend vs budget is mostly explained by: Playground maintenance following ROSPA inspections approx. £10k plus £46k to be spent on small play park refurbishments. Tree works overspent due to dry summer watering and Channer Copse ash dieback major works £11k due before March 26. Likely outturn is significantly over budget due to above expenditure items. The play parks item is a one-off project in the year to be drawn from the yet under utilised Playground S106 EMR.
26/019	Ear Marked Reserves To review ear marked reserves and general reserves as at 31st December 2025 Total Ear Marked Reserves held £975k Precept EMRs £848K S106 £127K (net of £900k CCLA and £550k Flagstone held in cash or property investments) Precept EMR movements in year £42k annual budgeted EMR offset by precept expenditure on timber technology's, artificial grass replacement (acorn room) , replacement slide and Christmas decorations to be reflected in EMR movements at year end. The level of General Reserves was agreed by Council as at an appropriate level. No action required
26/020	Debtors & Creditors report To review debtors and creditors at end of quarter 3 Creditors report shows balance £2.4k represented by balance of tree lights, to be paid in January and GK Creative play park signs, which is work in progress due for completion soon. Christmas tree lights since paid. Debtors balance total outstanding £5.2k in outstanding invoices. £4.5k is older debt mainly £4.2k represents second half of grass pitch season payments now due. Remaining invoices of £743 has been chased. Finance & Policy Committee agreed there were no concerns over debt outstanding. Since F&P Older debt is now at £600 - grass football team league mix up not enough games due to smaller league not requiring pitch unless on an ad-hoc pay as they play basis. Therefore seek approval to credit invoice and charge on a game by game basis. November debt down from £700 to £200 lights will be turned off unless they pay outstanding debt. It was resolved to credit grass pitch invoice and charge on a game by game basis. Proposed GS, seconded and all in favour. 8.45pm Cllr Stewart left the meeting
26/021	Proposed 2026/27 Budget To consider and approve the 2026/27 Budget Precept Budget Proposing a Precept 26/27 balanced budget of: Income £474,331 split across Facility income of £116k (up on prior year due to Acorn capacity); Bank interest of £71k (down on prior year due to Flagstone

	maturities and use of cash); Sundry Income is Football foundation grant which will be offset by greater expenditure to improve pitches. Expenditure of £474,331 split across: Employment costs - £169k budget includes maternity cover required in year. Admin costs - £68k to include insurance costs uplift and licences for accounting software moving to cloud based solutions. Community Support - £37k holding Grants pot at £20k (after uplift part way in current year). Comm Centre Costs - £63k includes full year impact of cleaning contract. Peter Driver premises - £11k Grounds Maintenance - £75k which is up on prior year due to need to move floodlights to LED solution £13k but note release from EMR to create nil impact on costs. Other facilities - £8k Budgeted EMRs - £43k offset by release from EMR as mentioned above. S106 Budget Current year likely outfall is high due to above mentioned Actual vs Budget items. Play park refurbishments is a one-off cost of £46k in the current year from the under-utilised Playground EMR held of approx. £680k. Once current survey tree works are completed a contingency for emergency works and watering is required only as next survey round due in 2028. Proposed budget in 26/27 including a further one-off expenditure on the scooter track installation £30k. Tree works budget in 26/27 includes tree planting moved from current year due to receipt of 15 free Elms to be planted. It was resolved to approve the recommendation to Full Council of a balanced Precept budget with total expenditure and income of £474,331. Propose 26/27 S106 budget expenditure of £155,940 which will be released from S106 EMRs held for purpose of Crookham Park expenditure. Proposed GS, seconded MB, all in favour.
26/022	Precept Request To approve the Precept request Following approval of the proposed budget a Precept was approved at £277,006 a 7.85% increase on prior year. This will mean a Band D rating of £67.10 from £62.22. An overall lift of £4.88 meaning less than 10p per week. CCPC still remains one of the lowest precepts in comparison to its neighbours. The Precept Form was duly signed by two Councillors and the Clerk for submission to Hart District Council. Proposed GS, seconded and all in favour.
26/023	Financial institution credit ratings To confirm credit ratings of financial institutions used Finance Officer provided a report to confirm the most up to date credit ratings for financial institutions utilised by the Parish Council. In summary - The current ratings indicate that the financial institutions used comply with the requirements of the Treasury and Investment policy. These include HSBC Bank, Unity Trust Bank, Flagstone Platform. The Council has a long-term investment with the CCLA which is a fund manager. The LAPF cannot achieve a credit rating. It is recommended that no action is required.

26/024	Investment quarterly review To review the performance of the council's investments, deposits, and instant access accounts and make recommendations to Full Council for any actions required CCLA Current investment of £900,000 with a unit holding of 276,314. As at 31st December the current mid-market valuation was 2.8277p per unit thus a valuation of £781,334. Therefore, the amount to mitigate is static at £119k, with an EMR currently held of £85k to mitigate. The total dividend payout since investment has been £215k net of fees. Dividend for October to December is due to be paid at the end of January. The dividend to date has been added to the general reserves for expenditure as per minute ref 08/20 in 2020. CCPC continues to view the CCLA as a long-term investment of at least 10 years since investment in 2019, based on the annual expenditure of management and maintenance of Crookham Park, currently estimated at approx. £100k per annum. Investments with Flagstone have been structured to release £100k per annum until end 31/32 so the CCLA investment should not be required until 32/33. Flagstone Cash Deposits During December two cash deposits matured: - £60k Standard Chartered Bank on the 3rd December, all monies have been drawn down total £60.6k and moved to Unity bank account. £152,970.34 Standard Charter Bank, rolled for another 3 months with UBL UK until 30th March 2026. Recommendations by Finance & Policy Committee for approval Bank balances as at 12th Jan Unity Current £68k / Deposit 4.7k / Payroll £1.3k S106 cash i) Aldermore £223,922 maturing on the 30/03/20026, split recommendation as below: a) Draw down £3,922 plus interest to reimburse Precept for S106 expenditure in year (See recommendation under Precept cash ref £120k of the total which will convert to Precept cash) b) Roll balance of £100k for 4yrs. Precept cash ii) Draw down the £35,725.16 plus all the accrued interest on instant access on Hampshire Trust Bank (leaving £85k on deposit) into Unity Trust Banking for cash flow purposes. iii) FCMB £295,324 maturing on the 23/02/2026, recommend Roll for a further 6mths to August 2026 iv) Roll £60k of S106 Aldermore maturity(now precept cash) for 6 months v) Roll £60k of S106 Aldermore maturity (now precept cash) for 12 months vi) Roll £152,790.34 UBL for further 3 months (not covered in F&P minutes) The listed cash deposits proposals were approved Proposed GS, seconded AW, all in favour.
26/025	Direct Debits and Standing orders To review and approve direct debits and standing orders with banks The list of Direct debits on report 26/025 was reviewed Old Direct debits on Unity bank account confirmed that these DDR mandates no longer required British Gas - supply at Peter Driver now Total Energies South East Water - supplies at Peter Driver and Community Centre now Castle

	Water It was resolved to cancel the direct debit mandates no longer required in Unity bank Proposed GS, seconded BB, all in favour.																																							
26/026	Schedule of Charges To consider any changes to schedule of charges With a backdrop of increased costs to run the community centre (rates/ cleaning/ maintenance) consideration of a fee increase (last increase 2024) is deemed necessary. Acorn increased capacity will add to the income stream A comprehensive survey of local venues has been carried out. Report for a proposal prepared by the Community Centre Officer was reviewed. The proposed changes were approved as per schedule below for implementation from 1st April 2026 <table><tr><th colspan="5">Proposed Change</th></tr><tr><th>Hall</th><th>Event Type</th><th>Times</th><th>New Price p/h (VAT inclusive)</th><th>Old Price p/h VAT inclusive)</th></tr><tr><td rowspan="4">Oak Hall</td><td>Private Event</td><td>Anytime</td><td>£30.00</td><td>No change</td></tr><tr><td rowspan="2">Regular Community Event/ Class</td><td>Monday - Friday 7am- 12pm & 4pm - 10:30pm Weekends- All Day N.B. Premium rate unchanged but hours applicable changed</td><td rowspan="2">£20.00</td><td>£20.00</td></tr><tr><td>Weekends and Monday to Friday 3pm to 6pm increase to £20</td><td>£15.30</td></tr><tr><td>Regular Community Event/ Class</td><td>Monday - Friday 12pm - 4pm</td><td>£10.00</td><td>£7.66</td></tr><tr><td rowspan="2">Acorn Hall</td><td>Private Event</td><td>Anytime</td><td>£25.00</td><td>£22.50</td></tr><tr><td>Regular Community Event/ Class</td><td>Tuesday - Friday 3:45pm - 10:30pm Weekends- All Day</td><td>£16.00</td><td>£15.30</td></tr><tr><td>Meeting Room (no change)</td><td>All Types</td><td>Anytime</td><td>£10.50</td><td>No change</td></tr></table> Proposed GS, seconded and all in favour. Clerk to set up discussion with Athletics club to agree charge rates for use of track for their weekly sessions.	Proposed Change					Hall	Event Type	Times	New Price p/h (VAT inclusive)	Old Price p/h VAT inclusive)	Oak Hall	Private Event	Anytime	£30.00	No change	Regular Community Event/ Class	Monday - Friday 7am- 12pm & 4pm - 10:30pm Weekends- All Day N.B. Premium rate unchanged but hours applicable changed	£20.00	£20.00	Weekends and Monday to Friday 3pm to 6pm increase to £20	£15.30	Regular Community Event/ Class	Monday - Friday 12pm - 4pm	£10.00	£7.66	Acorn Hall	Private Event	Anytime	£25.00	£22.50	Regular Community Event/ Class	Tuesday - Friday 3:45pm - 10:30pm Weekends- All Day	£16.00	£15.30	Meeting Room (no change)	All Types	Anytime	£10.50	No change
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26/027	Internal audit To receive a report on Internal Audit and confirm independence Finance & Policy Committee resolved to appoint Kevin Rose of IAC Ltd as Internal Auditor. Town and Parish Councils in England, and Community Councils in Wales, are required to maintain an Internal Audit. This requirement is set out in the Accounts and Audit Regulations 2015 which states; "A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes" In England further Guidance on Internal Audit is contained within Part 4 of The Practitioners Guide issued by JPAG. - Scope of internal audit – covers all financial records, parish council and committee minutes, policy documents. The audits are carried out using a standard Internal Audit checklist, which has been compiled with reference to the requirements of the Annual Internal Audit Report, the Practitioners Guide, and the Accounts and Audit Regulations. The checklist is subject to regular review to reflect any changes in																																							

	requirements and consists of around 180 individuals checks, some of which will not be applicable in every circumstance. A response is made to every item on the checklist. If exceptions are identified, then these would be subject to more detailed review and may give rise to an Audit Observation and Recommendation. A summary of the Audit Observations is provided to the Council for the Clerks review and agreement. Once agreed, the Observations, Internal Audit Summary and cover letter are submitted for subsequent review by Council. - Independence of internal auditor – Totally independent no links to the Parish Council other than for internal audit. - Competence of internal auditor - Kevin Rose and his team at IAC Audit are well qualified. - Relationships – not related to any member of the Parish Council. - Audit planning and reporting – audit is carried out following advice originally set out by the audit commission. IAC have been appointed as internal auditors and will be carrying out an interim audit The Interim audit took place on Wednesday 21st January. The report will follow but not expected to highlight any significant concerns. Standing Orders vs Financial Regulations - difference in Procurement amounts Procurement rules observation a contract for more than 1 year if over limit should go through Contract Finder Main discussion points related to how Assertion 10 is going to be audited and Kevin awaits information on how Internal Auditors are to audit. This is new to auditors and there are questions over whether they are covered under their insurance. The Final audit in April may bring this into focus. The audit report will be circulated upon receipt.
26/028	Payment of accounts To approve current month payment of accounts report The December and January Finance reports were circulated. It was resolved to approve the finance reports as an accurate record Propose GT, seconded GS, all in favour.
26/029	Quotes To receive and approve quotes for works required a) Installation of memorial bench - specialist contractor required as per HCC rules Quote 1 £1,395 Quote 2 £938 b) Elancity NEW SID £2,500 as planned from Highways EMR [Previous SID needed repair not under warranty at cost £600 approx. Facilities Officer got repair for free on basis of new SID being purchased.] Both SIDS can be recalibrated for more sensitive data on speeds. c) AWC Legionella Risk Assessment - £1,030 to include water sampling from all sites and review of risk assessment. Quotes were approved as above a)2), b and c Proposed GS, seconded and all in favour.
26/030	Clerks Report To receive Clerks report and approve any actions arising Clerk reported that play park project due to begin week commencing 16th February. Signs to alert residents will be posted at parks. Cllr Hill had requested to bring some ideas to Council for permission to investigate

	further to bring forward as potential future projects and these were discussed and members supportive of further investigation. Installation of traditional bandstand for open spaces - cost may be prohibitive and careful consideration of location would need to take place. Provision for teenagers - agreed to engage with secondary schools, PCSOs and Fleet Phoenix to understand needs and wants of the demographic. Badminton in Community Centre - capacity for a regular club a potential limitation and possibly explore school venues, other halls. Extension to skate park - cost may be prohibitive and space to accommodate based on plans for scooter track but potential designs to be explored.
26/031	Safety reports To receive monthly reports Reports were circulated. No areas of concern and repair already completed to Oak Hall ballet bar to make safe.
26/032	External Bodies Committee Reports To report on external bodies committee meetings attended and recommend any action required by the Parish Council Cllr Whibley attended the HDAPTC (Hart District Assoc. of Parish & Town Councils) meeting on Thursday 22nd. A report was circulated with the focus on Local Government Reorganisation progress and discussions relating to transfer of assets from District to Parish Councils. It was agreed to restart discussions with HDC after May.
26/033	Next Full Council Meeting The following dates are proposed meeting dates for early 2026 Feb 9th Planning Feb 23rd Planning & Full Council March 9th Planning March 23rd Planning & Full Council April 12th Planning & Finance & Policy April 26th Planning & Full Council May 11th Planning May 18th Planning & Full Council for newly elected members APM Date for diary to be confirmed Meeting concluded 9.16pm Signed _____ Dated _____