

CHURCH CROOKHAM PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting of the Church Crookham Parish Council

Date and Time: Wednesday 27th May 2020 8.05pm

Place: remote meeting via Zoom

Present:

Councillors: Gill Thomas (GT) Chair; Richard Martin (RM); Gareth Saunders (GSa); Michael Thorne (MT); Helen Butler (HB); Jenny Radley (JR); Cristina Harris (CH); Michael Burford (MB); Debbie Moss (DM); Alan Jones (AJ).

Also: Claire Inglis (Clerk)

Sally du Gay (Deputy clerk)

Cllr John Bennison (HCC)

Cllr Chris Axaam (HDC)

There was 1 member of the public present

Z053/20	Apologies for absence No apologies were received	
Z054/20	To approve minutes & responses to COV001/20 to COV017/20 See Addendum below COV006/20 Asset register variance analysis has highlighted a duplication and requires the asset total to be revised down by £13,526 representing Allotment toilet pod entered twice. Total assets: £3,262,236. COV014/20 The revised total assets therefore is to be changed in box 9 of the Annual Governance and Accountability Return Section 2 – Statement of accounts. The minutes and responses subject to the above changes were approved as true records of the decisions made. Proposed GT, seconded RM all in favour.	
Z055/20	Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members No dispensations had been received	
Z056/20	Declaration of interest - relating to any item on the agenda Cllrs GT, RM & MB declared interests in items relating to the allotments	
Z057/20	Chairman's Announcements The Chair made the following announcements: A good news story to report – an update from the Lions who are using the Comm Centre to store and issue recycled computers to families in need during the lockdown Lions are pleased to advise all our supporters that by the 23rd May we have broken	

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	the 200 computers figure since the start of the lockdown period. As of 23rd May they have shipped out : 90 Desktops, 109 Laptops and 6 Notebooks They have also delivered 10 printers and 91 monitors With a conservative valuation of £120 per unit (figures obtained from commercial restorers) the local Lions Clubs have arranged the donation of over £24,000 worth of equipment to the local community. Work outstanding on the 23rd to be completed: 31 laptops and 21 desktops. A further £6,000. More important than the monetary figure is the benefit to over 200 families during this difficult time of lockdown. This magnificent achievement has only been possible with the cooperation of supporters such as yourselves. Yet still the demand comes through daily.	
Z058/20	Public session – This is an opportunity for members of the public to bring matters relating to items on the agenda to the attention of the committee. Cllr J Bennison (HCC) – confirmed that: ○ Waste recycling centres and country parks in Hampshire have re-opened. ○ HCC have conducted virtual meetings ○ A flood meeting with the parish councils is scheduled for Friday 29th May ○ Schools in Hampshire may re-open Monday 1st June, subject to Government confirmation ○ Roadworks are scheduled for Redfields Lane due to the start of the construction of the Watery Lane development. As yet there is no start date for the A287 junction roundabout, which must be in place before 1st occupation of the development.	
Z059/20	Multi-Use Games Area for basketball To consider a request from member of public to run a basketball club Report circulated Dan Wileman (member of the public) requested permission to use the MUGA at Crookham Park as a training ground for a new basketball club (Fleet Flyers) initially for under 12s, may increase to u14s as the club establishes. Currently no basketball clubs in Fleet. The club will be registered with Basketball England, which will also provide insurance. It was agreed to allow free use of the MUGA for a basketball club on Saturday mornings, from 10am to 1pm, until a review in September. The club may start using the MUGA in line with Government guidance due to the current COVID 19 pandemic. Proposed GSa, seconded GT all in favour.	
Z060/20	Government guidance on re-opening To confirm sites that are open and those that remain closed Office staff continue to monitor for government announcements in relation to facilities being open. As at Wednesday 13th May and the beginning of easing of lockdown the tennis courts were re-opened with a surge in memberships and court bookings.	

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	MUGA at Crookham Park on the basis it is set up for basketball which was specifically mentioned as an activity that can be carried out by the GOV.uk website and the skatepark (implied not explicit). Each of these sites has new signage which reminds participants to practice social distancing. As at Wed 13th play parks and outdoor gyms and Peter Driver MUGA remain closed currently until further advice from government. Community Centre Government Regulations on how halls comply with safe opening are not yet available because The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 are still in place and state at clause 7: <i>A person who is responsible for a community centre must ensure that, during the emergency period, the community centre is closed except where it is used to provide essential voluntary activities or urgent public support services (including the provision of food banks or other support for the homeless or vulnerable people, blood donation sessions or support in an emergency).</i> In relation to the re-opening of the preschool it is believed that this could be interpreted as permissible as this is the only activity that will be held at the centre and therefore the pre-school will remain self-contained with the main centre remaining locked to the general public and with office staff from the parish council still continuing to work from home at least during June. Bookings have been cancelled for June and customers have been issued with an email to confirm that the centre remains closed during June but that their current time slots remain secure rolling forward until the centre can be reopened.	
Z061/20	Committee Structure 2020/21 & Terms of Reference To agree interim meeting and committee structure It was agreed that: ○ The committee structures would be reviewed in 6 months ○ Meetings will be held over the ZOOM platform until further notice and until meetings can be held in person once again whichever is the sooner ○ Planning committee meetings via ZOOM as per usual schedule i.e. 2nd (7.45pm) and 4th (7.30pm) Monday of month ○ Full Council meetings via ZOOM once a month on 4th Monday of month from 8pm ○ Plan for a possible August Full Council to follow Planning on 10th August if required. Proposed GT, seconded RM all in favour It was agreed that Gareth Saunders would Chair the Finance & Policy committee Proposed DM, seconded MT all in favour It was agreed to form a policy review working party to review the policies as required for recommendation to Full Council and to no longer hold a Finance & Policy meeting in April.	Clerk

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	Proposed GT, seconded GSa all in favour. It was agreed to: ○ to temporarily suspend Facilities Committee and to manage projects by working groups (via ZOOM initially) which will provide recommendations to Full Council ○ changes will be made to the appropriate Terms of Reference during the lockdown period and committee structures will be reviewed once again to agree how each committee will function going forward. Proposed GT, seconded GSa all in favour	Clerk
Z062/20	External bodies committee representatives & Attendance To appoint Councillors onto committees for outside bodies and agree arrangements for reporting back to Council It was agreed that the councillors would continue with the existing appointments to external committees subject to the following changes: ○ AJ to replace HB on transport committees ○ AJ to attend HDAPTC meetings if GT unable to attend ○ AJ to join the Speedwatch group Proposed GT, seconded AJ all in favour	RFO
Z063/20	Insurance To receive confirmation of insurance arrangements in respect of all insured risks It was agreed to approve the insurance arrangements Proposed GT, seconded DM all in favour	
Z064/20	Art Project To consider a request from resident to create artwork from tree stump Report circulated The report was reviewed. Clerk to continue to gather options of proposed artwork and effect on the bee colony	Clerk
Z065/20	CCLA Mandate To approve a change to the CCLA mandate to change destination bank account for dividend payments It was agreed to change the CCLA mandate to allow dividend to be paid directly into the Unity Trust bank account Proposed GT, seconded RM all in favour	RFO
Z066/20	Card Payments To consider and approve a system to enable the Parish Council to accept card payments for all facilities/ events Report circulated It was agreed to approve the purchase and set up of the Square card payment system	RFO & Facilities Officer

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	Proposed GT, seconded RM all in favour													
Z067/20	Grant Applications To receive and consider approval of grant applications No grant applications received. Basingstoke Canal Authority grant paid in May £6750 (approved in Budget)													
Z068/20	Quotes To receive and approve quotes for works as required Taps and TMVs descaled at Comm Centre carried out £150 (a) Cleaning of Facilities play parks KMC Cleaning Limited £210 for main play parks @ £30 per park (b) Cleaning in event of Covid outbreak at pre-school: <table border="1"> <tr> <th></th><th>In hours</th><th>Out of hours</th></tr> <tr> <td>First treatment</td><td>£0.50 per sq. m</td><td>£0.70 per sq. m</td></tr> <tr> <td>Repeat treatment</td><td>£0.40 per sq. m</td><td>£0.60 per sq. m</td></tr> <tr> <td>Vehicles</td><td>£60</td><td>£80</td></tr> </table> (c) Roof clearance at Peter Driver: i) £720 ii) £125 (d) Plumbing works at Allotment site JFK £266 (e) Legionella annual checks 3C: Community Centre £195 Peter Driver £285 Allotment site – to risk assess the whole site. i.e. toilet block, irrigation systems that may generate aerosols, water containers and compost heaps. £330 (f) WIFI Water monitoring system: £400 initial set up It was agreed to approve payment of taps & TMVs descale, and quotes (a) to (f), c) - option ii Proposed GT, seconded AJ all in favour (g) VE Day now VJ Day proposed event for 15th August It was agreed that the parish council would hold an event at some point in the future when government guidance allows, but that a dialogue should be kept going between the council and the acts previously considered for the VE Day event. Proposed GT, seconded GSa all in favour		In hours	Out of hours	First treatment	£0.50 per sq. m	£0.70 per sq. m	Repeat treatment	£0.40 per sq. m	£0.60 per sq. m	Vehicles	£60	£80	
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	(h) Repair of IT equipment and replacement IT equipment Urgent repair needed to Facilities officer office computer £206 Replacement laptop required for RFO due to age of equipment £827 It was agreed to approve the payment of the urgent repair and for the purchase of a new laptop for the RFO. Proposed GT, seconded MT all in favour	
Z069/20	To approve payment of accounts for May 2020 Report circulated It was agreed to approve the payments Proposed RM, seconded GT all in favour	
Z070/20	To receive Clerks Report Lengthsman scheme has been confirmed as continuing for a further year – CCPC has a list of tasks that the £1,000 budget can target as a result of the community survey, some of which were carried out before lockdown in March, using up 19/20 budget. Work will commence again once the Lengthsman resumes work. The tree surgeon, contracted to carry out CCPC tree work as a result of the three-yearly cycle of review, has confirmed that he is resumed work. Clerk awaits the schedule of work from the tree surgeon who has had technical issues due to computer failure in the office. Facilities Officer has visited the Allotment site and carried out a general inspection with photos of the plots with potential issues (report circulated). It was agreed that: ○ no notices should be issued to tenants with untended plots, but that the tenants should be contacted to find out why work has not been carried out on the plots. ○ Plot 130 should have been cleared before being offered to the tenant therefore CCPC should arrange and pay for clearance of the plot. ○ Any warnings issued regarding the state of the site should have tight deadlines and that those deadlines should be adhered to. Proposed GSa, seconded HB 7 in favour, 3 abstentions	
Z071/20	To receive monthly safety reports Report circulated	
Z072/20	To confirm next meeting dates Hart DC planning meeting: TBC 7.45pm Planning Committee 8th June 7.30pm Planning Committee 22nd June 8pm Full Council 22nd June, 2020	
Z073/20	Taylor Wimpey Land Transfer To confirm land to be transferred and associated commuted sums	

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	Reports were received which had been updated with all remaining outstanding snags. The Clerk needs to forward additional issues raised by residents to be added by Taylor Wimpey as part of final works. In relation to Area J (between Allotment and Channer Gardens) this will continue to be included in the transfer with the Clerk to liaise with Hart DC to research the existing drainage system through this area. Area D to be transferred whole and any additional compound requirements for ongoing contractors work to agree use of SANG compound adjacent to allotment site. It was agreed to proceed with the legal process of land transfer and associated commuted sums and snags to be completed within 6 months of transfer. Proposed GT, Seconded RM, all in favour.	
9.34pm Cllr M Burford left the meeting (due to technical issues)		
Z074/20	S106 Outstanding deliverables To receive an update on non-delivery of S106 facilities and offer proposed by Taylor Wimpey and agree a way forward Following receipt of offers made by Taylor Wimpey prior to lock down in relation to: - The Athletics track and - The remaining LEAP (play area) to be installed at the end of Allamand Close towards Channer Gardens, the TW working party held a very constructive meeting with Hart DC enforcement officers to understand what avenues the parish council could explore to ensure that these remaining facilities are delivered. <u>Athletics track</u> In relation to the Athletics track the transfer of the formal open space within the site has not been in compliance with the S106 agreement (it has been transferred piecemeal instead of in one single transfer with no deed of variation raised between parties). Therefore, enforcement through the S106 would prove difficult. However, the track has not been constructed in accordance with the planning permission specifically in relation to the levels/ gradient, but after further investigation the 'as built' is closer to an appropriate running track surface. The Clerk has investigated updated 2020 quotes from the contractor employed by TW in 2018 to report and quote for a proposal to deliver a fit for purpose running track. The costs have escalated and therefore any acceptance of an offer from TW would need to reflect the updated pricing with additional contingencies as discussed between the Clerk and contractor and also to cover for officer management time diverted to managing the project. The Clerk confirmed that there will be a requirement by TW to seek amendment to the planning permission but Hart DC have suggested that this amendment would be supported on the basis that the levels/ gradient need to be appropriate for a running track and for this to be carried out prior to acceptance of the land transfer. <u>Allamand Play Area</u> The play area not yet installed had the content and location agreed with Hart DC planning as part of the conditions put aside in 2018 (15/01999/CON) but it became evident that the ground levels in the planned location have proven difficult to deliver	

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the planned park layout. Hart DC confirmed that the LEAP must be delivered in accordance with the S106 play park scheme and would not support reduction in size to a LAP.

In Hart DCs view the layout could be amended within the planning limits of the location and suggested support for a change in the scope of the equipment to better suit the gradients/ ground levels.

It would appear to be deliverable by TW through constructive dialogue between the developer and Hart DC and the playground contractors to provide an appropriate revised content for the play park to better suit the location.



It was resolved to reject the LEAP offer made by TW and to seek delivery through constructive dialogue between all relevant parties (Developer, District Council and playground installer).

Further to enter negotiations with TW in relation to the Athletics track with a view of taking on the site and final delivery funded by TW and subject to the revised 2020 quote and covering all contingencies and management costs.

Proposed RM, seconded GT, all in favour.

The meeting was closed at 9.55pm.

Addendum:

Summary of decisions made during Covid Lockdown now to be confirmed and agreed at the Virtual meeting held 27th May 2020, 8pm.

Minutes to confirm decisions made via FORMS process during the period of Covid-19 lockdown

Councillors present at each decision are listed under each agenda reference

Gill Thomas (GT) Chair

Richard Martin (RM)

Gareth Saunders (GSa)

Michael Thorne (MT)

Helen Butler (HB)

[https://churchcrookham.sharepoint.com/sites/CCPCComms/Server Archive/A MEETINGS/Minutes/Full Council/2020/20 05 27 Minutes Full Council.docx](https://churchcrookham.sharepoint.com/sites/CCPCComms/Server%20Archive/A%20MEETINGS/Minutes/Full%20Council/2020/20%2005%2027%20Minutes%20Full%20Council.docx)

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Jenny Radley (JR)
Cristina Harris (CH)
Michael Burford (MB)
Debbie Moss (DM)
Alan Jones (AJ).

Decisions week commencing 4th May 2020 by 5pm Monday 11th May	
COV017/20	8 Councillors: RM, JR, AJ, GT, DM, CH, HB, GSa. (a) Prior Year Grant Application Request by Royal British Legion to return £350 grant awarded in connection with VE Day function which is now cancelled. It was resolved: "To confirm that Royal British Legion retain the grant awarded to them in 2019/20 total £350. £100 to be retained in lieu of Church Crookham Parish Council's Poppy Appeal donation 2020 and £250 to support a future event, the Royal British Legion to confirm how the funds will be spent when appropriate" (b) Grant Application - Victim Support Request for £100 Grant to purchase security items in support of local victims of crime It was resolved: "To approve the grant to Victim Support for £100" Proposed RM, Seconded JR, 8 in favour.
Decisions week commencing 27th April 2020 by 5pm Thursday 30th April	
COV016/20	7 Councillors: GT, DM, GSa, CH, AJ, JR, RM. <u>Finance Report April 2020</u> Further to the authorization of the payments made in April 2020 by 2 Councillors the Finance report is provided for approval. COV016 April 2020 Finance Report It was resolved: "To approve the April 2020 Finance report" Proposed GT, Seconded DM, 7 all in favour
COV015/20	7 Councillors: GT, DM, GSa, CH, AJ, JR, RM. <u>Year-End Review of Actual vs Budget 2019/20</u> To receive the Actual Vs Budget report 2019/20 Please see reports: COV015/20 (2) Detailed Income and Expenditure by budget heading COV015/20 (2) Income and Expenditure Account year ended 31/3/2020 It was resolved: "To confirm receipt and review of Actual vs Budget 2019/20" Proposed GT, Seconded DM, 7 all in favour

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	<u>Year-End Review of Debtors 2019/20</u> To receive and review Year-end Debtors report 2019/20 Please refer to report: COV015/20 (3) Summary of outstanding debt on 31 March 2020 COV015/20 (3) Debtors report on 31st March 2020 It was resolved: "To confirm receipt and review of Debtors at year-end 2019/20" Proposed GT, Seconded DM, 7 all in favour <u>Year-End Payroll and Pension 2019/20</u> To receive and acknowledge year-end Payroll and Pension processing Please refer to reports: COV015/20 (4) Payroll end of year summary 2019/20 (source Payroll software) COV015/20 (4) Pension end of year summary 2019/20 (source Payroll software) It was resolved: "To confirm receipt and confirm year-end payroll and pension process has been enacted" Proposed GT, Seconded DM, 7 all in favour <u>Year-end Balance Sheet 2019/20</u> To approve Balance Sheet as at 31st March 2020 Please refer to reports: COV015/20 (5) Summary of Balance Sheet movements in year COV015/20 (5) Balance sheet as at 31st March 2020 COV015/20 (5) Balance sheet 2019/20 movements COV015/20 (5) 1st April Opening reserves showing 2019/20 final adjustment It was resolved: "To approve the Balance sheet as at 31st March 2020" Proposed GT, Seconded DM, 7 all in favour
COV014/20	6 Councillors: GT, DM, GSa, CH, AJ, RM. <u>Statement of Accounts 2019/20</u> To review and approve the statement of accounts 2019/20 - Section 2 of the Annual Governance and Accountability Return (AGAR) Please refer to report: COV014/20 Statement of Accounts 2019/20 Section 2 of the AGAR It was resolved: "To approve Section 2 - Statement of Accounts 2019/20 of the Annual Governance and Accountability Return and it was duly signed by the Chair of the Council." Proposed GT, Seconded DM, 6 all in favour.
COV013/20	7 Councillors: GT, DM, GSa, CH, AJ, JR, RM. <u>Annual Governance Statement 2019/20</u>

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	To review and approve the Annual Governance statement – Section 1 of the Annual Governance and Accountability Return (AGAR) Please refer to the report: a) COV013/20 Annual Governance statement - Section 1 of the AGAR It was resolved: "Following review of the Annual Governance statement - Section 1 Councillors agreed that the statements made in Section 1 are true and correct and it was resolved to approve Section 1 - Annual Governance Statement 2019/20 of the Annual Governance and Accountability Return and it was duly signed by the Chair of the Council and the Clerk." Proposed GT, Seconded DM, 7 all in favour.
COV012/20	7 Councillors: GT, DM, GSa, CH, AJ, JR, RM. <u>Internal Audit Report</u> To review and approve the Internal Audit Report and approve any recommendations Please refer to the following documents: a) COV012/20 Summary of Audit Outcome Report b) COV012/20 Letter from Auditor IAC c) COV012/20 Auditor Observation Report d) COV012/20 Internal Audit Summary Report e) COV012/20 Internal Audit Report (AGAR) signed It was resolved: "The Internal Audit reports were reviewed, and Internal audit report approved with recommendation to be enacted" Proposed GT, Seconded DM, 7 all in favour.
Decisions week commencing 6th April 2020 by 5pm Thursday 9th April	
COV011/20	7 Councillors: GT, RM, MB, DM, CH, HB, AJ. <u>Year-end EMR movements</u> Please review revised EMR report in Councillors Area "COV011/20 Reserves" which now reflects the year-end figures and the EMR movements that are possible following the changes to the actuals as a result of the impact on income due to the Covid-19 lockdown. It was resolved: "To approve the year-end Ear Marked Reserve movements as set out in the year-end column of report COV011/20 Reserves" Proposed GT, Seconded RM, 7 in favour.
Decisions week commencing 30th March 2020 by 5pm Friday 3rd April	
COV010/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Quotes</u> Please review quote for general maintenance tasks to be approved and works carried out when appropriate to do so under Covid-19 lock down conditions It was resolved:

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	"To approve general maintenance works to be carried out when possible at outdoor locations as per COV010/20 Quotes for works report £800" Proposed JR, Seconded GT, 9 in favour.
COV009/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Finance Report</u> Further to the authorization of the payments made in March 2020 by 2 Councillors the Finance report is provided for approval. It was resolved "To approve the March 2020 Finance report" Proposed MB, Seconded DM, 8 in favour, 1 abstention.
COV008/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Flower Displays</u> It was resolved "To confirm contract to continue with flower displays in the community as budgeted" Proposed CH, Seconded RM, 9 in favour.
COV007/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Grant Application</u> It was resolved "It was agreed to pay the balance of the Community Grant 2019/20 budget of £1,019 as per Council decision 037/20 to Friends of Court Moor School" Proposed CH, Seconded JR, 9 in favour.
COV006/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Asset Register</u> It was resolved: "Following review and confirmation of ALL assets at ALL locations by Councillors the updated asset register is approved with total asset value £3,275,761.86." Proposed CH, Seconded JR, 9 in favour.
COV005/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Approval of Minutes</u> It was resolved: "Minutes of the meetings as listed are approved as a correct record: - Full Council Meeting held 24th February 2020 - Planning Committee Meeting 24th February 2020 - Planning Committee Meeting 9th March 2020"

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	Proposed CH, Seconded JR, 9 in favour.
Decisions week commencing 23rd March 2020 by 5pm Thursday 26th March	
COV004/20	9 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM, AJ. <u>Annual and APM meetings</u> It is resolved: "The Annual Meeting and APM will be scheduled for 26th May until a change in legislation enables the period in which these meetings can be extended, or meetings waived. CCPC will revisit the decision to cancel these meetings depending on the current pandemic situation and noting commentary from NALC (i.e. that the likelihood of legal challenge is low) if circumstances dictate. Proposed MT, Seconded RM, 9 in favour.
COV003/20	8 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM. <u>VE Day Event</u> It was resolved: "To postpone the VE Day event aiming to rehost the event on VJ Day subject to availability of entertainers BUT without re-advertising a date until further updates on the pandemic situation permits certainty." Proposed MT, Seconded RM, 8 in favour.
COV002/20	8 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM. Interest declared by Cllrs GT & RM re the Allotment site <u>Parish Council Facilities</u> It was resolved: "To close with immediate effect the following Parish Council owned facilities as listed below: a) Church Crookham Community Centre - Staff to attend only to maintain as a safe and clean building to be reopened at short notice when possible. b) ALL Play parks - Staff to attend only to place notices at the various locations to notify residents of the closure of the facility until further notice c) Crookham Park Tennis Courts - Staff to close the Clubspark booking facility to prevent access to the site d) MUGA - At Crookham Park and Peter Driver (not locked to prevent climbing of fence) e) Peter Driver pavilion - Staff to attend only to maintain as a safe and clean building to be reopened at short notice when possible. Facilities to remain open, currently, until further Government advice requires closure as follows: i) Church Crookham Allotment site - staff to attend site only to place notices to advise that the facility can remain open at this time but may be subject to change. No use of tea making facilities at this time allowed and social distancing to be practiced as well as other obligations

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	i.e. if a member of the family is showing symptoms then they are not allowed to visit their plot. The toilet facility to be cleaned daily. ii) Church Crookham open spaces subject to the Government guidelines on social distancing. Clerk to instigate an appropriate cleaning regime at current locations" Non-allotment site: Proposed MT, Seconded RM, 7 in favour, 1 abstention. Allotment site: Proposed DM, Seconded JR, 4 in favour, 1 against, 3 abstention. <u>Customer Refunds</u> It was resolved: "Church Crookham Parish Council to provide refunds and cease future billing to customers until further notice and ONLY when the facilities can be reopened to customers as follows: Community Centre - from when customers cancelled because of Government guidelines 17th March 2020. In the case of the Pre-school from 23rd March when schools were closed. Sports Facilities - from when customers cancelled because of Government guidelines 17th March 2020 otherwise 23rd March. In the case of Tennis Courts 23rd March." Proposed MT, Seconded RM, 8 in favour.
COV001/20	8 Councillors: GT; RM; GSa; MT; JR; CH; MB; DM. It was resolved: "In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. Such decisions will be made where possible after consultation with members by email. The clerk will further consult with the chairman as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be notified to Councillors on the day the decision is made and reported to the next council meeting. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place." Proposed GT, Seconded RM and 8 in favour.

The meeting closed at 21.55

Signed _____

Date _____