



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Annual Meeting of Holybrook Parish Council

Date of Meeting	Monday 15th May 2023
Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7.00pm
Circulation	All council members

Agenda for the Annual Meeting of Holybrook Parish Council

Announcement of Public Session and Evacuation Process

No.	Notes
1.	Election of Chairman for the Council year 2023/24 <i>Nominations are invited for the election of Chairman.</i> (Nominees must agree, and be nominated and seconded)
2.	Appointment of Vice-Chairman for the Council year 2023/24 <i>Nominations are invited for the election of Vice-Chairman.</i> (Nominees must agree and be nominated and seconded).
3.	Delivery of the Declaration of Acceptance of Office (form enclosed) a) <i>The newly elected council chairman</i> b) <i>All Council members.</i>
4.	Apologies for absence.
5.	To approve and sign as correct record the minutes of the Full Council meeting of Monday 24 th April 2023

No.	Notes
6.	<p>Review and delegation arrangements to committees, sub-committees and employees</p> <p>Members to:</p> <p>a) Review the agreed Terms of Reference for each committee; b) confirm the current committees as listed below or agree whether any additional committees are required and c) confirm committee members:</p> <ul style="list-style-type: none"> - Community and Environment Committee - Planning Committee - Finance Committee - Human Resources Committee <p>Terms of reference for each committee is enclosed as well as the general terms of reference for committees.</p>
7.	<p>Review and update of Standing Orders and Financial Regulations</p> <p>Members to review and approve the following policies:</p> <ul style="list-style-type: none"> i. Standing Orders; ii. Financial Regulations <p>Enclosed.</p>
8.	<p>Representation to External bodies</p> <p>Members to confirm:</p> <p>a) continued representation on the following external bodies and b) agree the representative:</p> <ul style="list-style-type: none"> i. Neighbourhood Action Group; ii. Speed Indicator Device Operatives; iii. LLC (AWE); iv. Dr Ellerton's Charity. <p>c) Members to confirm that reports from these external committees can be provided as verbal or written reports as deemed appropriate by the representative.</p>
9.	<p>Confirmation of eligibility to exercise the General Power of Competence</p> <p>Members to confirm Holybrook Parish Council's eligibility to exercise the General Power of Competence.</p> <p>Details enclosed.</p>

No.	Notes
10.	<p>Review and update of existing, and approve new council policies</p> <p>a) Members to review and approve the following policies:</p> <ul style="list-style-type: none"> i. Privacy Notice; ii. Press and Media Policy; iii. Investment Strategy; iv. Retention Policy/Schedule; v. General Data Protection Regulation Policy; vi. Code of Conduct; vii. Low Value Asset Disposal and Write-off Policy <p>b) New draft policy for adoption:</p> <ul style="list-style-type: none"> i. Co-option of new members <p>enclosed</p>
11.	<p>Training requirements</p> <p>Members to advise if they have any training requirements to help them with their role as a Parish Councillor.</p>
12.	<p>Schedule of Meetings for Council year 2023/24</p> <p>Members to confirm the meeting schedule for the year 2023/24.</p>