



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Annual Meeting of Holybrook Parish Council

Date of Meeting	Monday 12th May 2025
Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7.30pm
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 2025/26 a) Motion: that nominations are received for the position of Chairman to Holybrook Parish Council (note: nominees must agree to the nomination and the nomination must be seconded). b) Motion: that the agreed and seconded nominations and approved.
2.	Appointment of Vice-Chairman for the Council year 2025/26 a) Motion: that nominations are received for the position Vice-Chairman to Holybrook Parish Council (note: nominees must agree to the nomination and the nomination must be seconded). b) Motion: that the agreed and seconded nominations and approved.
3.	Delivery of the Declaration of Acceptance of Office of the newly elected council chairman Papers to be signed in the presence of the Parish Clerk.
4.	Apologies for absence Motion: that apologies are received for absence formally received by the Parish Clerk in advance of the meeting.
5.	Approval and adoption of Council Minutes Motion: that the minutes of the full council meeting held on Monday 14 th April are approved and adopted as true record of the meeting's decisions. Enclosed for reference only (i.e. not comment) minutes of the Annual Assembly held on Monday 13 th May 2024.

No.	Notes
6.	<p>Review and delegation arrangements to committees, sub-committees and employees</p> <p>a) Motion: that the following current standing committees remain, and no further committees are required:</p> <ul style="list-style-type: none"> i. Community & Environment Committee ii. Finance Committee iii. Human Resources Committee <p>b) Motion: that, due to the current low level of Councillor membership, the Planning Committee is dissolved, and all delegated authority to this committees is ceased until such time that councillor membership increases. Planning decisions are, in the meantime, reverted to full council.</p> <p>c) Motion: that the current Terms of Reference for each committee is sufficient, and no amendments are recommended (available to view on the Council's website)</p> <p>d) Motion: that, in-line with each Committee's Terms of Reference, membership of the following committees is confirmed</p> <p>d</p> <ul style="list-style-type: none"> i. Community and Environment Committee (minimum 3 members) ii. Finance Committee (minimum 5 members: 4 elected) iii. Human Resources Committee (3 members) <p>NOTE: a list of current membership is enclosed for reference.</p>
7.	<p>Standing Orders and Financial Regulations</p> <p>Motion: that the following updated policies are agreed:</p> <ul style="list-style-type: none"> a) Standing Orders (major update in 2024. Only minor modification to page 16 enclosed for approval) b) Financial Regulations. Enclosed.
8.	<p>Representation on external bodies</p> <p>a) Motion: that representation on the following external bodies is continued and, if so, assign a representative for each:</p> <ul style="list-style-type: none"> i. LLC (AWE) ii. Dr Ellerton's Charity iii. Community Speed Watch <ul style="list-style-type: none"> i. Off-site co-ordinator ii. On-site co-ordinator (currently the Clerk) <p>b) Motion: that reports from given from Cllrs and/or staff, attending meetings of these external bodies can be provided as verbal or written reports as deemed appropriate by the representative.</p>
9.	<p>Council policies</p> <p>Motion: that the following policies are reviewed and approved in turn:</p> <ul style="list-style-type: none"> a) Complaints Procedure – no updates are recommended (review on website); b) Advertising Policy – recommended amendments enclosed for approval. c) CCTV Policy – recommended amendments enclosed for approval. d) Code of Conduct – no updates are recommended (review on website) e) Community Infrastructure Levy Receipt Grant Policy - recommended amendments enclosed for approval. f) General Data Protection Regulation Policy recommended amendments enclosed for approval.

No.	Notes
9. cont.	<p>Council policies continued</p> <ul style="list-style-type: none"> g) Investment Strategy – recommended amendments enclosed for approval h) Lost property procedure - recommended amendments enclosed for approval. i) Privacy Notice - recommended amendments enclosed for approval. j) Retention Policy/Schedule – no updates are recommended (review on website). k) Vexatious Complaints Policy – recommended amendments enclosed for approval.
10.	<p>Training requirements</p> <p>Motion: that members advise the Clerk of any training opportunities they would like to attend.</p>
11.	<p>Schedule of Meetings for Council year 2025/26</p> <p>Motion: that the enclosed draft meeting schedule for the year 2025/26 is approved.</p>
12.	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Members are asked to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 13.</p>
13.	<p>Approval and Adoption of Confidential Policy – Operation Menai Bridge (enclosed)</p> <p>Motion: that the aforementioned policy is reviewed and approved.</p>