



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Human Resource Committee Agenda

This meeting is open to the press and public (subject to room capacity) (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Wednesday 15th October 2025

Location	The Keep Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	13:15
Circulation	HR Committee Members

13:15pm Open forum for members of the public

Questions and comments from members of the public (limited to 15 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Holybrook Parish. No decision can be taken during this session¹, but the Chairman or relevant committee Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

¹ Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

No.	Items
1.	To receive apologies for absence (LGA 1972 s85 (1))
2.	To receive declarations of interest relevant to the agenda Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).
3.	To approve and adopt the minutes of the Human Resources Committee meeting on 30 th June 2025.

4.	<p>Memorial agreement</p> <p>a) Motion: that it is agreed a Pruns Avium tree will be purchased, at a cost of £270 + delivery (Prunus avium Buy Native Wild Cherry Trees Ornamental Trees), in memorial of Cllr Andrew Lenaghan. In addition, blue flowers – carpet bugle and yellow flowers – Birdsfoot Trefoil seeds at an additional cost of approximately £10.00 + delivery to be purchased. NOTE: planting will be undertaken by volunteers. West Berkshire Council has approved the proposed planting location.</p> <p>b) Motion: that it is agreed that a 1m x 1.2m sign is purchased for the Underwood Road Playground in memory of Mr Prior at a cost of £811.85</p>
5.	<p>Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: 6, 7 and 8.</p>
6.	<p>Staffing updates following appraisals</p> <p>To receive an update on staffing following recent staff appraisals.</p>
7.	<p>Staff requests for consideration</p> <p>Motion: that a request made for homeworking be approved.</p>
8.	<p>Staffing Budget Request</p> <p>Motion: that the enclosed Excel Spreadsheet for possible staffing budget for the 2026/27 year is considered and a proposal is made for the sum to be included in the draft budget for Finance Committee review.</p>