



**25**  
Years  
2000-2025

# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

## Full Council EXTRA Ordinary Meeting of Holybrook Parish Council

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

**Date of Meeting** Monday 30<sup>th</sup> March 2026

<b>Location</b>	The Linear Hall Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
<b>Time</b>	<b>21:00pm</b>
<b>Circulation</b>	All Council members

### Council Meeting Agenda

Announcement of Public Session and Evacuation Process

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).

### Council Decisions/Ratification of Committee Recommendations

3.	Clerk replacement – job advertisement  <b>Mover:</b> Cllr Bedwell, as Chairman of the Human Resources Committee  a) <b>Motion:</b> that job role of Parish Clerk is advertised as per the enclosed suggestions, timeline and advertisement.  b) <b>Motion:</b> that a budget is set (based on the decision made).
4.	Clerk replacement – approval of role details  <b>Mover:</b> Cllr Bedwell, as Chairman of the Human Resources Committee  <b>Motion:</b> that Members consider and approve the proposed job description, job title, working arrangements and salary scale for the replacement Parish Clerk (details enclosed).

## Interim Planning

**Mover:** Cllr Bedwell, as the Chairman of the Human Resources Committee

- 5.
- a) **Motion:** that, in the circumstance a replacement Clerk has not been sourced before the current Clerk leaves on Thursday 30<sup>th</sup> April 2026, and to ensure the Council continues to operate lawfully and effectively, it is agreed that a Locum Clerk is sought using the services of the SLCC.
- b) **Motion:** that, to ensure the Council continues to operate lawfully and effectively, it is agreed that a named councillor will be assigned the role of Responsible Financial Officer, due to the post of Clerk becoming vacant, until:
- i. a locum has been sourced
- OR
- ii. the vacant position has been filled, whichever is soonest.
- c) **Motion:** that the following tasks are delegated to the agreed Councillor:
- administer the Council's financial affairs
  - process payments in accordance with the Council's Financial Regulations
  - maintain accounting records.
- i. That no payment will be made to the named councillor during this period.
- d) **Motion:** that, to ensure the Council continues to operate lawfully and effectively, it is agreed that a named councillor will be assigned the role of Responsible Financial Officer, due to the post of Clerk becoming vacant, until:
- i. a locum has been sourced
- OR
- ii. the vacant position has been filled, whichever is soonest.
- e) **Motion:** That the following tasks are delegated to the agreed Councillor:
- Issue agendas in accordance with statutory requirements
  - Record and publish minutes
  - Manage correspondence on behalf of the Council
- i. That no payment will be made to the councillor during this period.

Yours sincerely



Pamela Kirkpatrick  
**Clerk**  
Holybrook Parish Council