



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

## Meeting of Holybrook Parish Council's Finance Committee

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

**Date of Meeting** Monday 2<sup>nd</sup> December 2024

<b>Location</b>	Beansheaf Room Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
<b>Time</b>	7.30pm
<b>Circulation</b>	All council members and District Councillors

7.30pm 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 session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration at the next full council meeting.

<sup>1</sup> 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)

## Finance Committee Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Notes
1.	Apologies for absence
2.	Declarations of interest relevant to the Agenda
3.	Approval and adoption of the Minutes of the Committee meeting on Monday 1 <sup>st</sup> July 2024
4.	Payment sheet <b>Review and approve payment sheet 08-2024/25</b>

5.	<p>INFORMATION ITEM: Review of current financial situation</p> <p>Reports enclosed <b>for information</b> (all as of 31<sup>st</sup> October 2024):</p> <p>Income &amp; Expenditure year to date Bank Balances, Earmarked reserves &amp; capital reserves; Community Infrastructure Levy Monies.</p>
6.	<p>Mid-Year Internal Audit</p> <p><b><i>Members to review the mid-year internal Audit report and acknowledge and action any issues raised.</i></b></p>
7.	<p>Projects update – information item</p> <p>Written report enclosed.</p>
8.	<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 items 9 &amp; 10.</p>
9.	<p>External Contracts Review</p> <p><b><i>Members to review the enclosed confidential documents and proposed amendments to existing contracts for Grounds maintenance service.</i></b></p>
10.	<p>The Garage</p> <p><b><i>To review the proposed internal design and quotes received to date noting that the detail of the quotes needs to be refined to ensure all quoting companies have the same information.</i></b></p>
11.	<p>West Berkshire Council – buy-in services</p> <p><b><i>Members to consider which, if any, additional services it would like to purchase from West Berkshire Council in the 2025/26 year ('catalogue' enclosed).</i></b></p> <p><b><i>If, the Committee agrees to any service this will need to be added to the budget and agreed whether the monies to support the chosen services, will come from General Reserves, an existing EMR or precepted.</i></b></p>
12.	<p>Budget and Precept 2025/26</p> <p><b><i>a) Members to review and make recommendation for approval by the full council the draft budget and proposed precept.</i></b></p> <p>NOTE: budget requests from the Community &amp; Environment, and Human Resources Committees have already been included on the draft budget.</p> <p><b><i>b) Members to review and make recommendation for approval by the full council the Earmarked Reserves for 2025/26</i></b></p> <p><b>Enclosed:</b> Draft budget report Average expenditure since 2018/19 Draft minutes of the Community and Environment Committee meeting Regular Hirers Information</p>
13.	<p>Bank Accounts</p> <p><b><i>Members to review the enclosed information on possible bank account options and agree the next steps.</i></b></p>

<b>14.</b>	2023/24 Community Infrastructure Levy Report for West Berkshire Council  <b><i>Members to review and recommend for full council approval the enclosed Community Infrastructure Levy Report for West Berkshire Council.</i></b>
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Yours sincerely

Pamela Kirkpatrick  
**Clerk**  
Holybrook Parish Council