



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 20th October 2025

Location	The Keep Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7.30pm
Circulation	All committee members

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 session¹, but the 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)

Finance Committee Meeting Agenda

Announcement of Public Session and Evacuation Process

No.	Notes
1.	To receive apologies for absence
2.	To receive declarations of interest relevant to the Agenda
3.	To approve and adopt of the Minutes of the Committee meeting on Monday 7 th July 2025

4.	Payments Mover: Cllr Tull Motion: to approve payment sheet 07-2025/26.
5.	Review of current financial situation – INFORMATION ITEM ONLY Motion: that the enclosed reports on the current financial situation are heeded – INFORMATION ONLY a) bank balances, earmarked funds (EMRs) and capital reserves as of 30th September 2025, b) Income and Expenditure for the year 1st April 2025 to 30th September 2025. c) CIL Breakdown to 30th September 2025. d) Estimated EMRs and Bank Balances at Year End (31/03/2025) e) EMR Estimated Year End Breakdown
6.	Year End External Audit 2024/25 Motion: Members to review the External Audit report and acknowledge, and make any recommendations required to full council for approval.
7.	Rolling Maintenance/Maintenance projects – Beansheaf Centre Motion: that the minor maintenance works in the Beansheaf Centre and playgrounds, as suggested by the Clerk, are approved and, where appropriate, quotes are sought for approval if above the Clerk's delegated spending threshold.
8.	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 9.
9.	The Garage Kiosk – business review of the first quarter Motion: that, following a verbal report from Cllr Tull and the Clerk, recommendations regards the rent for The Garage Kiosk, are heard and approved.
10.	Smaller Authorities' Proper Practices Panel – Guide changes (particularly Assertion 10) Following full review of the enclosed documents: - Smaller Authorities Proper Practices Panel Practitioners' Guide 2025 Changes - Understanding WCAG 2.2 - Assertion 10 breakdown report - Transparency code for smaller authorities a) Motion: that, where the council falls short on some of the principles outlined in Assertion 10, a practical plan of action is agreed and appropriate roles and finances allocated. - Areas of note: Web Content Accessibility Guidelines 2.2 AA b) Motion: that the proposed draft IT Policy is approved for ratification by full council.

11.	Draft Budget and Precept 2026/27 a) Motion: that the enclosed draft budget and proposed precept is scrutinised and agreed ready for presentation to and ratification by full council. NOTE: budget requests from the Community & Environment, and Human Resources Committees have already been included on the draft budget. b) Motion: that the proposed Earmarked Reserves for 2026/27 are accepted ready for presentation to and ratification by full council. c) End that it is agreed that there will be no uplift in current hire charges at the Beansheaf Centre for the financial year 2026/27. Enclosed: Draft budget report Average expenditure since 2018/19 Regular Hirers Information
12.	2024/25 Community Infrastructure Levy Report for West Berkshire Council Motion: that the enclosed Community Infrastructure Levy Report for West Berkshire Council is accurate and is approved for full council ratification.
13.	Insurance Policy update – review Motion: that the updated insurance policy is accepted, particularly in relation to the caveat to ‘business interruption’ following the installation of solar panels on the Beansheaf Centre.
14.	Policy Review Motion: that the enclosed draft updated Equality Policy is agreed and accepted for full council ratification.