



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 23rd February 2026

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| 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 |
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| 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 20 th October 2025 |

DECISIONS

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| 4. | <p>Payments</p> <p>Mover: Cllr Tull</p> <p>Motion: to approve payment sheet 11-2025/26.</p> |
| 5. | <p>Review of current financial situation – INFORMATION ITEM ONLY</p> <p>Motion: that the enclosed reports on the current financial situation are heeded – INFORMATION ONLY</p> <p>a) bank balances, earmarked funds (EMRs) and capital reserves as of 31st January 2026</p> <p>b) Income and Expenditure for the year 1st April 2025 to 31st January 2026.</p> |
| 6. | <p>Insurance and Health and Safety</p> <p>Motion: that the following (enclosed) document is approved for the year 2026/27:</p> <p>1) Annual Management Risk Assessment</p> <p>For full council ratification.</p> <p>NOTE: 5-year fixed insurance period will expire on 31st March 2026. Clerk seeking quotes from several companies. Quotes are awaited.</p> |
| 7. | <p>Appointment of Internal Auditor and Accountant:</p> <p>Motion: That the internal auditor and scope of the internal audit (as described) for 2026/27 is approved:</p> <p>1) Claire Connell as the Internal Auditor.</p> <p>1a) Scope of the Internal Audit as described:</p> <ul style="list-style-type: none"> - The internal audit will be carried out in accordance with the guidance provided in ***"Governance and Accountability for Local Council: A Practitioners' Guide"***; - An internal audit plan will be drawn up in consultation with the Responsible Officer and with reference to the Council's Risk Assessment; - The internal audit plan will ensure that the internal audit work covers the necessary areas so that the assurance to be given in the annual audit report can be made. <p>2) Motion: that the Clerk to complete the year end accounts for the year 2025/26 which will incur additional working hours.</p> <p>**(enclosed for information)**</p> |
| 8. | <p>Review of Delegated Authority</p> <p>Motion that the enclosed scheme for Delegated Authority is reviewed and updated as required ready for full council approval at the Annual meeting in May.</p> |
| 9. | <p>Honorarium</p> <p>Motion: that the sum of £600 is awarded to Mrs Prior for her continued commitment to unlocking/locking the gates at the Underwood Road playground during 2025/26.</p> |

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| 10. | <p>Review of existing Contracts and payment methods</p> <p>Motion: that the scope, cost and service of the current grounds maintenance contract is reviewed and approved (enclosed).</p> <p>Motion: That the enclosed list of current contracts/contract prices and payment methods for each are approved.</p> |
| 11. | <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 12.</p> |
| 12. | <p>The Garage Kiosk – business review of the second quarter</p> <p>Motion: that the enclosed ‘Garage Expenses’ are reviewed and the decision is reached on the on-going rental charges for 2026/27.</p> |