



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 24th February 2025

Location	Beansheaf Room Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Time	7.30pm
Circulation	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 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.	Apologies for absence
2.	Declarations of interest relevant to the Agenda
3.	Approval and adoption of the Minutes of the Committee meeting on Monday 2 nd December 2024
4.	Payment sheet Mover: Cllr Tull Motion: that payment sheet 11-2024/25 (enclosed) is approved.

INFORMATION ITEMS

5.	<p>Current financial situation</p> <p>To receive the following reports (enclosed) for information only (all as of 31st January 2025):</p> <ol style="list-style-type: none">1) Income & Expenditure year to date2) Bank Balances, Earmarked reserves & capital reserves;3) Community Infrastructure Levy Monies.
6.	<p>VAT</p> <p>Members to heed a verbal report from the Clerk regards VAT recovery.</p>
7.	<p>Local Government Pay Claim 2025/26</p> <p>To receive a verbal report from the Clerk regards Local Government pay claim 2025/26</p>

DECISIONS

8.	<p>Appointment of Internal Auditor and Accountant:</p> <p>Motion: That the internal auditor and scope of the internal audit (as described) for 2025/26 is approved:</p> <ol style="list-style-type: none">1) Claire Connell as the Internal Auditor.1a) Scope of the Internal Audit as described:<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.2) Motion: that the Clerk to complete the year end accounts for the year 2024/25 which will incur additional working hours. <p>**(enclosed for information)**</p>
9.	<p>Insurance and Health and Safety</p> <p>Motion: that the following (enclosed) document are approved for the year 2025/26:</p> <ol style="list-style-type: none">1) Annual Management Risk Assessment2) Insurance Cover
10.	<p>Honorarium</p> <p>Motion: that the sum of £600 is awarded to Mr Prior for his continued commitment to unlocking/locking the gates at the Underwood Road playground during 2024/25.</p>
11.	<p>Review of existing Contracts and payment methods</p> <p>Motion: That the enclosed list of current contracts/contract prices and payment methods for each are approved.</p>

12.	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 13.
13.	<p>Open, review and select contractor</p> <ol style="list-style-type: none"> 1) The Garage 2) Grounds Maintenance Contract

Yours sincerely

Pamela Kirkpatrick
Clerk
Holybrook Parish Council