



# Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

## Annual Meeting of Holybrook Parish Council

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| Date of Meeting | Monday 11th May 2026   |
| Location        | Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW |
| Time            | <b>7.30pm</b>  |
| Circulation     | All council members  |

### Agenda for the Annual Meeting of Holybrook Parish Council

Announcement of Public Session and Evacuation Process

| No. | Notes  |
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| 1.  | <p>Election of Chairman for the Council year 2026/27</p> <p>a) <b>Motion:</b> that nominations are received for the position of Chairman to Holybrook Parish Council. (note: nominees must agree to the nomination and the nomination must be seconded).</p> <p>b) <b>Motion:</b> that the agreed and seconded nominations and approved.</p>                     |
| 2.  | <p>Appointment of Vice-Chairman for the Council year 2026/27</p> <p>a) <b>Motion: that nominations are received for the position Vice-Chairman to Holybrook Parish Council</b> (note: nominees must agree to the nomination and the nomination must be seconded).</p> <p>b) <b>Motion:</b> that the agreed and seconded nominations and approved.</p>            |
| 3.  | <p>Delivery of the Declaration of Acceptance of Office of the newly elected council chairman</p> <p>Papers to be signed in the presence of the Parish Clerk.</p>   |
| 4.  | <p>Apologies for absence</p> <p>To receive apologies for absence (LGA 1972 s85 (1)).</p>   |
| 5.  | <p>Approval and adoption of Council Minutes</p> <p><b>Motion:</b> that the minutes of the full council meeting held on Monday 13<sup>th</sup> April 2026 are approved and adopted as true record of the meeting's decisions.</p> <p>Enclosed for reference only (i.e. not comment) minutes of the Annual Assembly held on Monday 30<sup>th</sup> March 2026.</p> |

| No. | Notes  |
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| 6.  | <p>Review and delegation arrangements to committees, sub-committees and employees</p> <p>a) <b>Motion:</b> that the following current standing committees remain, and no further committees are required:</p> <ul style="list-style-type: none"> <li>i. Community &amp; Environment Committee</li> <li>ii. Finance Committee</li> <li>iii. Human Resources Committee</li> </ul> <p>b) <b>Motion:</b> that the current Terms of Reference for each committee is sufficient, and no amendments are recommended (available to view on the Council's website)</p> <p>c) <b>Motion:</b> that, in-line with each Committee's Terms of Reference, membership of the following committees is confirmed</p> <ul style="list-style-type: none"> <li>i. Community and Environment Committee (minimum 3 members)</li> <li>ii. Finance Committee (minimum 5 members: 4 elected)</li> <li>iii. Human Resources Committee (3 members)</li> </ul> <p>NOTE: a list of current membership is enclosed for reference.</p> |
| 7.  | <p>Standing Orders and Financial Regulations</p> <p><b>Motion:</b> that the following updated policies are agreed:</p> <p>a) <b>Standing Orders</b> (major update in 2024. Only minor modification to page 16 enclosed for approval)</p> <p>b) <b>Financial Regulations.</b> Enclosed.</p>   |
| 8.  | <p>Representation on external bodies</p> <p>a) <b>Motion:</b> that representation on the following external bodies is continued and, if so, assign a representative for each:</p> <ul style="list-style-type: none"> <li>i. LLC (AWE)</li> <li>ii. Dr Ellerton's Charity</li> <li>iii. Community Speed Watch</li> </ul> <ul style="list-style-type: none"> <li>a. Off-site co-ordinator</li> <li>b. On-site co-ordinator (formally the Parish Clerk)</li> </ul> <p>b) <b>Motion:</b> that reports from given from Cllrs and/or staff, attending meetings of these external bodies can be provided as verbal or written reports as deemed appropriate by the representative.</p>  |
| 9.  | <p>Council policies</p> <p><b>Motion:</b> that, due to the recent change in staffing personnel, the review of the following policies is completed by the Finance Committee at its next scheduled meeting with ratification by full council after:</p> <ul style="list-style-type: none"> <li>i. Low Value Asset Disposal and Write-off Policy</li> <li>ii. Grant Policy</li> <li>iii. Investment Strategy</li> <li>iv. Data Retention Policy</li> <li>v. General Data Protection Regulation Policy</li> <li>vi. Privacy Notice</li> <li>vii. Complaints Procedure</li> <li>viii. Vexatious Complaints Policy</li> <li>ix. Operation Menai Bridge - CONFIDENTIAL</li> </ul>   |

| No. | Notes  |
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| 10. | Training requirements<br><b>Motion:</b> that members state any training opportunities they would like to attend. |
| 11. | Schedule of Meetings for Council year 2026/27<br>These are already approved. Included for information only.      |