



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

## Human Resource Committee Agenda

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

**Date of Meeting** Monday 30<sup>th</sup> June 2025

<b>Location</b>	The Beansheaf Room Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
<b>Time</b>	<b>12:15</b>
<b>Circulation</b>	HR Committee Members and Caroline Lenaghan

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 or relevant committee 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

No.	Items
1.	To receive apologies for absence (LGA 1972 s85 (1))
2.	To receive declarations of interest relevant to the agenda  Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).
3.	To approve and adopt the minutes of the Human Resources Committee meeting on 21 <sup>st</sup> November 2024
4.	Human Resource and Health & Safety Support  <b>Motion:</b> that the enclosed quote from Peninsula, to the sum of £298 per month, over a term of 5-years, for Human Resources and Health & Safety support services, is accepted and that the Finance Committee is asked to review possible funding for this service, acknowledging there is no current budget for this in 2025/26.

5.	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: 6 & 7.
6.	<p>Staffing updates</p> <p>To receive an update on staffing following recent staff absence and completion of a probationary period, including training requirements.</p>
7.	<p>Memorial discussion</p> <p>a) <b>Motion:</b> that the In Memorandum request, left by Cllr Lenaghan, is considered in-line with the appropriate Policy and that next steps and budget are agreed.</p> <p>b) <b>Motion:</b> that possible memorial options (and budget) are considered for Mr Prior, taking family requests into consideration.</p>