



# Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

## Council Meeting Minutes – Annual Meeting

Date of Meeting	Thursday 6 <sup>th</sup> May 2021
Location	Zoom Virtual Meeting
Present	Cllrs. Bedwell (Chair), Collard, Lenaghan, Littlewood, H. Mistry, Oloko, Somner and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant),
Circulation	All Council and Ward Members

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”) came into force on the 4 April 2020. The Regulations remove the legal obligation to hold local authority meetings at a specified physical location, by permitting members and others attending the meeting to do so by way of ‘remote attendance’. The obligation to hold an Annual Meeting was also removed.

All virtual meetings held by the Parish Council before 7th May 2021 (NOTE: the date could be brought forward if the Government rules are relaxed) are enabled by this legislative change. This Protocol applies to meetings of the Council and/or its Committees, that would, but for the coronavirus pandemic and the Regulations, be held in public. All other Standing Orders remain in place.

No.	Notes	Action
<b>AM-01/21/22</b>	<b>Election of Chairman for the Council year 2021/22</b>  <b>Nomination received: Cllr Mary Bedwell</b> Proposed by Cllr Somner and Seconded by Cllr Tull.  There were no counter nominations and, therefore, Cllr Mary Bedwell was duly elected as Chairman of the Council for the year 2021/22. <b>AGREED.</b>	
<b>AM-02/21/22</b>	<b>To receive the Chairman’s Declaration of Office</b>  Cllr Bedwell read the Declaration of Office and signed in the presence of the Clerk and Council. This will be returned to the Clerk for formal witnessing before being issued to West Berkshire Council.	
<b>AM-03/21/22</b>	<b>Appointment of Vice-Chairman for the Council year 2021/22</b>  <b>Nomination received: Cllr Claire Tull</b> Proposed by Cllr Collard and Seconded by Cllr H. Mistry.  There were no counter nominations and, therefore, Cllr Claire Tull was duly elected as Vice-Chairman of the Council for the year 2021/22. <b>AGREED.</b>	
<b>AM-04/21/22</b>	<b>Apologies for absence</b>  Members accepted apologies from Cllrs Baker and Croal.	

No.	Notes	Action
<p><b>AM-05/21/22</b></p>	<p><b>Declarations of Interest Forms</b></p> <p>Members acknowledge that it is their responsibility to ensure that their Declaration of Interest Form is up-to-date.</p> <p>Members to submit any amendments to their Declaration of Interest Forms to the Clerk or otherwise confirm that there are no changes.</p>	<p><b>ALL</b></p>
<p><b>AM-06/21/22</b></p>	<p><b>Committee Appointments</b></p> <p>Members <b>RESOLVED</b> that, for the year 2021/22, all Committee Members and Committee Chairs would remain unchanged for the following:</p> <p>a) Community &amp; Environment Committee;  b) Planning Committee;  c) Finance Committee;  d) Staffing Committee  e) Appointments to outside Bodies and Committees:</p> <ul style="list-style-type: none"> <li>- Neighbourhood Action Group</li> <li>- LLC (AWE)</li> <li>- Dr Ellerton's Charity</li> </ul> <p>bar the addition of Cllr Oloko filling the vacant seat on the Finance Committee and Cllr Tull assuming the role of Chairman of the Staffing Committee.</p>	
<p><b>AM-07/21/22</b></p>	<p><b>The Holybrook Festival</b></p> <p>Members were reminded that, at its Annual General Meeting held on 28th September 2020 (minute reference: 06/2020/HF/AGM), the Festival was unable to form a committee and the Festival for 2021 was subsequently cancelled for the second year running.</p> <p>Since this time, no residents have come forward to help form a committee and Members, therefore, <b>AGREED</b> that it remained that a Festival Committee could not be formed and, resultantly, no festival could take place in 2022.</p> <p>Members subsequently acknowledged and <b>AGREED</b> that, due to this third consecutive cancellation, the Festival Committee's Standing Order number 10. is invoked:</p> <p><i>'If the annual Festival does not/cannot take place for three consecutive years, the bank account should be closed with the funds returned to the Parish Council's main bank account for use on Community and Environment projects or for any future Council lead Community events.'</i></p> <p>The Festival bank account currently holds £10,471.00 with an additional £12.20 held in cash. <b>RESOLVED:</b> The full sum of these combined funds to be returned to the Parish Council and earmarked for spending as detailed above.</p>	

No.	Notes	Action
<p><b>AM - 08/21/22</b></p>	<p><b>Policy Documents</b></p> <p>a) Members acknowledged and <b>RATIFIED</b> that the Standing Orders and Financial Regulations were reviewed in September and October 2020 respectively and that these do not, therefore, require review today.</p> <p><b>ACKNOWLEDGED:</b> the Grant policy was updated and approved in November 2020. However, the Finance Committee wish to further enhance this document at their next meeting (July 2021) with any suggested amendments being ratified by Full Council thereafter.</p> <p>Members further acknowledged that the following policies are subject to review and noted that they were enclosed with the agenda with the Clerk's recommended amendments:</p> <ul style="list-style-type: none"> <li>i) Investment Strategy;</li> <li>ii) Advertising Policy;</li> <li>iii) Press and Media Protocol;</li> <li>iv) Complaints Procedure;</li> <li>v) Staffing Committee Terms of Reference;</li> <li>vi) Lost Property Procedure;</li> </ul> <p><b>AGREED</b>, all Members to review the aforementioned documentation (i – vi), outside of the meeting and make any recommendations for changes to the Clerk prior to the full council meeting which is currently scheduled to take place on Monday 21st June 2021 for final ratification.</p> <p>b) <b>AGREED</b>, all Members to review the new policy for disposal of low value assets outside of the meeting and make any recommendations for changes to the Clerk prior to the full council meeting which is currently scheduled to take place on Monday 21st June 2021 for final ratification.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>
<p><b>AM - 09/21/22</b></p>	<p><b>Schedule of Meetings for Council year 2021/22</b></p> <p><b>AGREED.</b></p>	
	<p><b>There being no other business, the meeting closed at 19:20</b></p>	

Signed: ..... Dated: .....

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	7 <sup>th</sup> May 2021