



# Holybrook Parish Council

*Proudly serving the residents of Holybrook Parish since 2000*

## Annual Council Meeting of Holybrook Parish Council

This meeting was open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

**Date of Meeting** Monday 13<sup>th</sup> May 2024

<b>Location</b>	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading, RG31 7AW
<b>Present</b>	<b>Chairman:</b> Cllr Tull <b>Vice Chairman:</b> Cllr Bedwell <b>Also Present:</b> Cllrs Croal, Lenaghan, Littlewood, Moore, Salau, Sharma and Somner. <b>Officers:</b> Pam Kirkpatrick (Clerk)
<b>Circulation</b>	All Council members and District Councillors

No members of the public attended the meeting.

## Council Annual Meeting Minutes – Monday 13<sup>th</sup> May 2024

Announcement of Public Session and Evacuation Process

No.	Notes	Action
AM01/24/25	<b>Election of Chairman for the Council Year 2024/25</b>  a) <b>Nomination received:</b> Cllr Claire Tull <b>Proposed by:</b> Cllr Bedwell <b>Seconded by:</b> Cllr Somner  Cllr Tull agreed to the nomination.  There were no counter nominations.  b) <b>AGREED</b> unanimously.	
AM02/24/25	<b>Election of Vice-Chairman for the Council Year 2024/25</b>  a) <b>Nomination received:</b> Cllr Mary Bedwell <b>Proposed by:</b> Cllr Somner <b>Seconded by:</b> Cllr Tull  Cllr Bedwell agreed the nomination.  There were no counter nominations.  b) <b>AGREED</b> unanimously.	

<p><b>AM03/24/25</b></p>	<p><b>Delivery of the Declaration of Acceptance of Office of the newly elected council chairman</b></p> <p>Cllr Tull signed the Declaration of Acceptance of Office which was witness by the Clerk.</p>	
<p><b>AM04/24/25</b></p>	<p><b>Apologies for Absence</b></p> <p>Apologies were received and acknowledged from Cllrs Oloko and Mistry.</p>	
<p><b>AM05/24/25</b></p>	<p><b>Minutes</b></p> <p>Members reviewed and <b>APPROVED</b> the minutes of the following meetings:</p> <p>a) the Annual Meeting of the Council on Monday 15<sup>th</sup> May 2023.</p> <p><b>Proposed by:</b> Cllr Somner <b>Seconded by:</b> Cllr Bedwell</p> <p>b) Full Council on Monday 22<sup>nd</sup> April 2024.</p> <p><b>Proposed by:</b> Cllr Moore <b>Seconded by:</b> Cllr Bedwell</p>	
<p><b>AM06/24/25</b></p>	<p><b>Co-option of prospective new councillor</b></p> <p>a) <b>AGREED:</b> items 3.4, 3.6 and 3.7 of the Co-option Policy is dispensed as the applicant has previously served as a Holybrook Parish Councillor, is known to the Council and knows what is involved in the role of councillor.</p> <p>b) <b>AGREED:</b> Karen Albanese is co-opted to the Parish Council.</p> <p>Karen Albanese signed a Declaration of Acceptance of Office which was witness by the Clerk and joined the Council tables.</p>	
<p><b>AM07/24/25</b></p>	<p><b>Review and delegation arrangements to committees, sub-committees and employees</b></p> <p>a) <b>AGREED:</b> the current standing committees, as listed below, are to remain, and no further committees are currently required:</p> <ul style="list-style-type: none"> <li>i. Community &amp; Environment Committee</li> <li>ii. Planning Committee</li> <li>iii. Finance Committee</li> <li>iv. Human Resources Committee</li> </ul> <p>b) <b>AGREED:</b> that, in-line with each Committee's Terms of Reference, membership of the following committees is confirmed as follows:</p> <ul style="list-style-type: none"> <li>i. Community and Environment Committee: <b>Chairman:</b> Cllr Charles Croal <b>Vice-Chairman:</b> Cllr Somner <b>Members:</b> Cllrs Albanese, Bedwell, Somner and Tull</li> <li>ii. Planning Committee <b>Chairman:</b> Cllr Andrew Lenaghan <b>Vice-Chairman:</b> Cllr Claire Tull <b>Members:</b> Cllrs Bedwell, Croal and Salau</li> </ul>	

<p><b>AM07/24/25</b> cont.</p>	<p><b>Review and delegation arrangements to committees, sub-committees and employees continued</b></p> <ul style="list-style-type: none"> <li>iii. Finance Committee <b>Chairman:</b> Cllr Claire Tull <b>Vice-Chairman:</b> Cllr Mistry (to be confirmed) <b>Members:</b> Cllrs Bedwell, Lenaghan, Littlewood and Sharma</li> <li>iv. Human Resources Committee <b>Chairman:</b> Cllr Mary Bedwell <b>Vice-Chairman:</b> Maurice Moore <b>Members:</b> Cllr Salau</li> </ul> <p>c) <b>AGREED:</b> the updated Terms of Reference for each committee and the General Terms of Delegation are accepted.</p> <p>However, all council policies are to have a standardised format including a 'definitions' section, are to be made gender neutral and have a review date.</p>	
<p><b>AM08/24/25</b></p>	<p><b>Standing Orders and Financial Regulations</b></p> <p><b>APPROVED:</b> that the following updated policies are accepted:</p> <ul style="list-style-type: none"> <li>a) Standing Orders</li> <li>b) Financial Regulations</li> </ul> <p>Subject to the condition of standardisation detailed in AM07/24/25</p>	
<p><b>AM09/24/25</b></p>	<p><b>Representation on external bodies</b></p> <ul style="list-style-type: none"> <li>a) <b>AGREED:</b> to have continued representation on the following external bodies: <ul style="list-style-type: none"> <li>i. Neighbourhood Action Group: <b>Representatives:</b> Cllr Littlewood (Chairman). Cllr Bedwell</li> <li>ii. LLC (AWE). <b>Representative:</b> Cllr Littlewood</li> </ul> </li> <li>b) <b>AGREED:</b> reports from the external bodies (AM09/24/25 a) i. and ii) can be provided as verbal or written reports as deemed appropriate by the representative.</li> </ul> <p><b>NOTES:</b></p> <p>Members acknowledged that Dr Ellerton's Charity is not included here as it was agreed by full council on 11/03/2024 (147/23/24) that Cllr Lenaghan will be the representative on this body for the next financial year. It was further noted that the agreed term for serving the charity is 4-years.</p> <p>Community Speed Watch (CSW) is not included here as it was agreed by full council on 11/03/2024 that Cllr Lenaghan will be the on-site co-ordinator and the Office will be the in-house data processor. It was further noted that the Community Speed Watch Group for Reading-Holybrook has now been set up and the Clerk has completed the on-line training. Members can now join the group and complete their own training. The next step is for sites to be identified and uploaded to the CSW site for police approval.</p>	

<p><b>AM10/24/25</b></p>	<p><b>Council policies</b></p> <p>The following list of polices were <b>APPROVED</b>:</p> <ul style="list-style-type: none"> <li>a) Complaints Procedure;</li> <li>b) Investment Strategy;</li> <li>c) Retention Policy/Schedule;</li> <li>d) General Data Protection Regulation Policy;</li> <li>e) Code of Conduct;</li> <li>f) Low Value Asset Disposal and Write-off Policy</li> </ul> <p>Subject to the condition of standardisation detailed in AM07/24/25.</p>	
<p><b>AM11/24/25</b></p>	<p><b>Training requirements</b></p> <p><b>AGREED:</b> there are no specific training requirements identified at the present time, but members were reminded to advise the Clerk if any training requirements come up through the year.</p>	
<p><b>AM12/24/25</b></p>	<p><b>Schedule of Meetings for Council year 2024/25</b></p> <p><b>APPROVED.</b></p>	

	<p><b>There being no other business, the meeting closed at 19:48</b></p>	
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**Signed:** ..... **Dated:** .....

<p>Minutes prepared by:</p>	<p>Pam Kirkpatrick, Clerk</p>
<p>Minutes dated:</p>	<p>Monday 13<sup>th</sup> May 2024</p>