



Holybrook Parish Council

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Minutes of Holybrook Parish Council's Community and Environment Committee

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

Date of Meeting Monday 22nd April 2024

Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW
Present	Chairman: Cllr Charles Croal Also present: Cllrs Bedwell, Somner and Tull and Pam Kirkpatrick (Clerk) Cllr Moore was present to provide information on Hospital Radio Reading and other potential activities for the D-Day event.

Open Forum for the Members of the public: None present.

No.	Notes	Action
CE01-24/25	Apologies received for absence Apologies were received and acknowledged from Cllr Lenaghan.	
CE02-24/25	Declarations of Interest relevant to the Agenda None.	
CE03-24/25	To approve and sign as correct record the minutes of the Community and Environment Committee meeting on Monday 12th February 2024. APPROVED. Proposed by Cllr Tull and seconded by Cllr Somner.	

CE04-24/25	<p>D-Day Events</p> <p>It was re-iterated that the event organised for Thursday 6th June 2024 is a simple event to formally mark the Anniversary of D-Day whereas the event on Saturday 8th June is intended more as a celebratory event to bring the community together.</p> <p>The event on Thursday 6th June will comprise of the 'Tommy' being unveiled in the Memorial Field (just over Pooh Bridge) and the reading of The Tribute by the Chairman of the Council. Attendees will be encouraged to bring a battery powered light/torch with them. The event will commence at 20:00 and will likely only last around 20-minutes. It is hoped that the poppies planted by the Friends of Linear Park will be in bloom.</p> <p>The Tommy will be put in situ by a member of Friends of Linear Park and the Clerk is to purchase a cloth cover for the unveiling.</p> <p>Members were advised that the following is confirmed for the event on Saturday 8th June 2024:</p> <ul style="list-style-type: none"> - Beansheaf Pre-School providing refreshments such as Prosecco, beer and soft drinks; - Fish & Chip van - Calcot Cricket Club is providing soft-ball cricket - Friends of Linear Park treasure hunt/spotters trail - Junk Drumming <p>Cllr Bedwell has liaised with Calcot School who may provide a craft stand (the Committee to purchase any reasonable craft items needed if they agree to attend).</p> <p>Cllr Moore is in contact with several sporting groups who may be able to support the event and these will be confirmed by e-mail shortly.</p> <ol style="list-style-type: none"> a) Members APPROVED the contribution request of £200.00 for Hospital Radio Reading (HRR) to provide the music entertainment at the D-Day event on Saturday 8th June 2024. b) Members APPROVED the request for the treasure hunt (spotters trail) prizes which the Friends of Linear Park will purchase on behalf of the Committee; they will reclaim the funds up to a maximum spend of £120.00. c) Members APPROVED that a maximum budget of £400.00 can be spent on items such as cardboard soldier cut-outs, hula-hoops, skipping ropes, bunting and flags. DELEGATED: Cllr Tull to compile a list of the requirements and issue to the Clerk for purchase. d) Members AGREED that non-charging groups, providing entertainment at the event will be able to re-claim 'reasonable' expenses up to a maximum of £50.00. e) Members further AGREED that groups who provide entertainment at the event and are neither charging for attendance nor re-claiming expenses, will be issued with a voucher of the Committee's choice to use in their own fund-raising endeavours. 	Clerk
	Cllr Tull & Clerk	

<p>CE04-24/25 cont</p>	<p>D-Day Events continued</p> <p>Members AGREED that the Beansheaf Centre caretaker/cleaning company be asked to provide services such as unlocking, keeping the toilets clean and stocked and litter picking through the event. There will be a charge for this service.</p> <p>Members heeded the information from the Clerk and Cllr Moore that a music licence (as well as a TENs Licence) is required for HRR to provide music at the event. The Clerk has applied for a Charity & Community Discount and the outcome of this request is awaited. If the discount is not approved a full licence fee will be payable.</p> <p>Members AGREED that any further decisions regarding this event, such as the Risk Assessment, can be agreed by e-mailed communication.</p>	
	<p>There being no other business, the meeting closed at 19:29</p>	

Signed: **Dated:**

<p>Minutes prepared by</p>	<p>Pamela Kirkpatrick (Clerk)</p>
<p>Minutes dated</p>	<p>24th April 2024</p>