



# 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 12<sup>th</sup> May 2025

<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 Albanese, Croal, Littlewood, Moore, Salau and Sharma. <b>Officers:</b> Pam Kirkpatrick (Clerk)
<b>Circulation</b>	All Council members and District Councillors

One member of the public was present to watch proceedings with a view to becoming a parish councillor.

## Council Annual Meeting Minutes – Monday 12<sup>th</sup> May 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
AM01/25/26	<b>Election of Chairman for the Council Year 2025/26</b>  a) <b>Nomination received:</b> Cllr Claire Tull <b>Proposed by:</b> Cllr Bedwell <b>Seconded by:</b> Cllr Sharma  Cllr Tull agreed to the nomination.  There were no counter nominations.  b) <b>AGREED</b> unanimously.	
AM02/25/26	<b>Election of Vice-Chairman for the Council Year 2025/26</b>  a) <b>Nomination received:</b> Cllr Mary Bedwell <b>Proposed by:</b> Cllr Tull <b>Seconded by:</b> Cllr Moore  Cllr Bedwell agreed the nomination.  There were no counter nominations.  b) <b>AGREED</b> unanimously.	

AM03/25/26	<b>Delivery of the Declaration of Acceptance of Office of the newly elected council chairman</b>  Cllr Tull signed the Declaration of Acceptance of Office which was witness by the Clerk.	
AM04/25/26	<b>Apologies for Absence</b>  Apologies were received and acknowledged from Cllrs Mistry and Somner. Cllr Salau was not present at this stage of the meeting.	
AM05/25/26	<b>Minutes</b>  Members reviewed and <b>APPROVED</b> the minutes of the Full Council meeting held on Monday 14 <sup>th</sup> April 2025 as true record.	
AM06/25/26	<b>Review and delegation arrangements to committees, sub-committees and employees</b>  a) <b>AGREED:</b> the current standing committees, as listed below, are to remain, and no further committees are currently required: <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> b) <b>AGREED:</b> that, due to the current low level of membership, the Planning Committee is dissolved and all delegated authority to this committee is ceased until such time that council membership increases. As such, all planning decisions are, in the meantime, reverted to full council. c) <b>AGREED:</b> the current Terms of Reference for each committee is sufficient and no amendments are necessary. d) <b>AGREED:</b> in-line with each Committee's Terms of Reference, membership of the following committees is confirmed as follows: <ul style="list-style-type: none"> <li>i. <b>Community and Environment Committee:</b>  <b>Chairman:</b> Cllr Charles Croal  <b>Vice-Chairman:</b> Cllr Richard Somner (to be confirmed). However, if Cllr Somner is not mindful to continue in this role, Cllr Albanese will step-up to this position.  <b>Members:</b> Cllrs Albanese, Bedwell and Tull</li> <li>ii. <b>Finance Committee</b>  <b>Chairman:</b> Cllr Claire Tull  <b>Vice-Chairman:</b> Cllr Mistry (to be confirmed)  <b>Members:</b> Cllrs Bedwell, Littlewood, Salau and Sharma</li> <li>iii. <b>Human Resources Committee</b>  <b>Chairman:</b> Cllr Mary Bedwell  <b>Vice-Chairman:</b> Maurice Moore  <b>Members:</b> Cllr Salau</li> </ul>	
AM07/25/26	<b>Standing Orders and Financial Regulations</b>  a) <b>APPROVED:</b> updated Standing Orders b) <b>APPROVED:</b> updated Financial Regulations	

AM08/25/26	<p><b>Representation on external bodies</b></p> <p>a) <b>AGREED:</b> to have continued representation on the following external bodies:</p> <ul style="list-style-type: none"> <li>i. LLC (AWE). <b>Representative:</b> Cllr Littlewood</li> <li>ii. Dr Ellerton's Charity <b>Representative:</b> Cllr Bedwell</li> <li>iii. Community Speed Watch (CSW) <ul style="list-style-type: none"> <li>i. Off-site Co-ordinator: <b>Representative:</b> To be agreed with CSW volunteers</li> <li>ii. On-site Co-ordinator: <b>Representative:</b> Parish Clerk</li> </ul> </li> </ul> <p>b) <b>AGREED:</b> reports from the external bodies can be provided as verbal or written reports as deemed appropriate by the representative.</p>	
AM09/25/26	<p><b>Council policies</b></p> <p><b>19:50 ENTER CLLR SALAU</b></p> <p>The following list of reviewed polices were <b>APPROVED</b> as recommended:</p> <ul style="list-style-type: none"> <li>a) Complaints Procedure – no updates</li> <li>b) Advertising Policy</li> <li>c) CCTV Policy</li> <li>d) Code of Conduct – no updates</li> <li>e) Community Infrastructure Levy Receipt Grant Policy</li> <li>f) General Data Protection Regulation Policy</li> <li>g) Investment Strategy</li> <li>h) Lost Property Procedure</li> <li>i) Privacy Notice</li> <li>j) Retention Policy/Schedule – no updates</li> <li>k) Vexatious Complaints Policy.</li> </ul> <p>Due to the arrival of Cllr Salau before the commencement of this item, once the item was complete, the Chairman looped back to item AM06/25/26 to confirm Cllr Salau's committee membership (which is confirmed as detailed under AM06/25/26).</p>	
AM10/25/26	<p><b>Training requirements</b></p> <p>Members <b>AGREED</b> that the following training options should be investigated for Councillors:</p> <ul style="list-style-type: none"> <li>1) Core Councillor Training provided by Wellers Headley</li> <li>2) Cllr Sharma confirmed that he would like to attend the Cyber Awareness training alongside Cllr Littlewood</li> <li>3) First Aid training (with the possibility to opening this up to members of the public).</li> </ul> <p>Members were reminded that training courses can be requested throughout the year and these will be considered when requested.</p>	
AM11/25/26	<p><b>Schedule of Meetings for Council year 2025/26</b></p> <p><b>APPROVED.</b></p>	

<b>AM12/25/26</b>	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, Members are asked to resolve that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 13/25/26.  <b>EXIT RESIDENT</b>	
<b>AM13/25/26</b>	<b>Approval and Adoption of Confidential Policy – Operation Menai Bridge</b>  <b>APPROVED</b> with one addition.	

	<b>There being no other business, the meeting closed at 20:15</b>	
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**Signed:** ..... **Dated:** .....

<b>Minutes prepared by:</b>	Pam Kirkpatrick, Clerk
<b>Minutes dated:</b>	Tuesday 13 <sup>th</sup> May 2025