



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Extra Ordinary Full Council Meeting of Holybrook Parish Council

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

Date of Meeting Monday 16th June 2025

Location Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading, RG31 7AW

Present **Chairman:** Cllr Tull

Vice Chairman: Cllr Bedwell

Also Present: Cllrs Croal, Littlewood, Salau, Sharma and Somner.

Officers: Pam Kirkpatrick (Clerk)

Circulation All Council members and District Councillors

Council Meeting Minutes – Monday 16th June 2025

Announcement of Public Session and Evacuation Process

No.	Notes	Action
45/25/26	Apologies received for absence Members ACCEPTED apologies from Cllrs Albanese, Moore and Mistry.	
46/25/26	Declarations of interest relevant to the agenda None.	

Council Decisions/Ratification of Committee Recommendations

47/25/26	The Garage – to review and agree proposal for user a) AGREED: That, due to the originally selected provider withdrawing their application, Standing Order 1.10 a) is dispensed (Rescission of previous resolutions) regards previous decisions on the running of The Garage.	
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<p>47/25/26 cont.</p>	<p>The Garage – to review and agree proposal for user continued</p> <ul style="list-style-type: none"> b) AGREED: 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 items 47/25/26 c) & d). There were no members of the press or public present. c) The user tender, as proposed by Cllr Tull and the Clerk was RATIFIED. d) Members AGREED the draft proposed Head of Terms with some minor amendments and enhancements to the wording. Once updated, the draft Heads of Terms to be submitted to the potential lesse for comment before the documents are signed by either party. e) Members heeded the equipment list and information on the required additional plumbing works. Then, <ul style="list-style-type: none"> i. noted that the additional plumbing works incurred no additional charges and, therefore, no further funds, for this, would be required from Community Infrastructure Levy Monies. ii. The proposed equipment list was RATIFIED acknowledging a possible overspend of £246.00 on the original budget of £10,000. AGREED: the Council's General Reserves will be used to fund The Garage equipment. 	<p>Clerk</p>
<p>48/25/26</p>	<p>The Garage – official kiosk name and signage</p> <ul style="list-style-type: none"> a) AGREED: that the formal name of the refreshment kiosk in Linear Park will be 'The Garage'. b) The suggested logo was APPROVED but the word 'community' is to be removed. c) AGREED: the Council to purchase a sign to be installed on the side of The Garage building (replacing the existing Skate Park sign which is now out of date). The sign is to be purchase from the Community Infrastructure Levy (CIL) earmarked reserve (EMR). d) AGREED: that an application is made to West Berkshire Council to have 'The Garage' and 'Parish Council Office' signposted from Charrington Road. It was further AGREED that the application and subsequent signage is to be purchased from the CIL monies EMR. 	
<p>49/25/26</p>	<p>The Garage – opening ceremony (dates)</p> <ul style="list-style-type: none"> a) REJECTED: that the formal opening date for The Garage is Saturday 9th August. However, an alternative date of Saturday 30th August was AGREED. It was further AGREED that The Garage could be soft opened before this time pending signed agreements, deposit payment, licences and the installation of equipment. b) AGREED: Office to commence a social media campaign as soon as the Head of Terms are agreed and contracts signed. c) AGREED: a maximum budget of £2,000, using monies from the Events EMR, to be used for the opening event. <p>Opening events to include:</p>	

<p>49/25/26 cont.</p>	<p>The Garage – opening ceremony (dates) continued</p> <ul style="list-style-type: none"> • a voucher in the August newsletter for a free hot drink on opening day • the purchase of a limited number of logoed reusable cups (to be given away on the day opening) • A VIP invitation list, including the Chairman and Leader of West Berkshire Council (definitive list to be agreed) • Banners • Music • Press release to be made when all details have been confirmed. 	
	<p>There being no other business, the meeting closed at 19.31</p>	

Signed: **Dated:**

<p>Minutes prepared by:</p>	<p>Pam Kirkpatrick, Clerk</p>
<p>Minutes dated:</p>	<p>24th June 2025</p>