



Holybrook Parish Council

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Human Resources Committee Meeting Minutes

Date of Meeting	Monday 30 th June 2025 at 12:15
Location	The Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot RG31 7AW
Present	Cllrs. Bedwell (Chair), Moore and Salau Also present: Pam Kirkpatrick (Clerk)
Circulation	Human Resource Committee Members

No.	Notes	Action
HR-01/25/26	To receive apologies for absence None.	
HR-02/25/26	To receive declarations of Interest relevant to the Agenda None.	
HR-03/25/26	Review and approve the minutes of the Human Resources Committee meeting on Thursday 21st November 2024 APPROVED.	
HR-04/25/26	Human Resource and Health & Safety Support Members reviewed a quotation, provided by Peninsula, to the sum of £298/month, over a term of 5-years for Human Resource and Health & Safety Support Services. It was AGREED that the support on offer would be of value, but further quotes are to be sought for comparison. In the meantime, approval for the service to be sought from the Finance Committee in preparation for budgeting later in the year.	Clerk
HR-05/25/26	Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of items: HR-06/25/26 & HR-07/25/26. There were no press or public present.	

No.	Notes	Action
HR-06/25/26	Staffing updates Members acknowledged a verbal report from the Clerk regarding recent staff absence and completion of a probationary period. It was noted that some required documentation was outstanding from the member of staff which the Clerk will address.	
HR-07/25/26	Memorial Discussion a) Members AGREED the In Memorandum request left by Cllr Lenaghan. Clerk to seek approval from West Berkshire Council regards the location of the suggested memorial tree and flowers with a view to planting taking place in the autumn. b) Members AGREED the memorial option proposed by Mr Prior's family. Clerk to design a playground sign and seek costs for the work. Henceforth, the park on Underwood Road will, formally, be named Dave Prior's 'diddy' Park.	Clerk Clerk
There being no other business the meeting closed at 13:00		

Signed: Dated:

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	3 rd July 2025