



25 Years
2000 - 2025

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 (Public Bodies (Admission to Meetings) Act 1960)

Date of Meeting Monday 30th March 2026

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

Present

Chairman: Cllr Tull

Also Present: Cllrs Albanese, Bedwell (Vice-Chairman), Croal, Littlewood, Mistry, Moore, Salau, Sharma, Somner and Veerati

Officers: Pam Kirkpatrick (Clerk)

Circulation

All Council members

Open forum for members of the public

All public that was present at the Annual Assembly vacated the premises before the meeting was to commence. Therefore, as no members of the public wished to attend the meeting, the start time was brought forward to 20.31.

Council Extra Ordinary Meeting Minutes – Monday 30th March 2026

Announcement of Public Session and Evacuation Process

| No. | Notes | Action |
|-------------|---|--------|
| EO176/25/26 | Apologies received for absence None. | |
| EO17725/26 | Declarations of interest relevant to the agenda None. | |

Council Decisions/Ratification of Committee Recommendations

| No. | Notes | Action |
|-------------|---|--------|
| EO178/25/26 | <p>Clerk Replacement – job advertisement</p> <p>a) AGREED: the Clerk’s job role advertisement would commence on 31st March. However, the job advertisement is to run for a minimum of 14-days (ending at mid-day on 13th April 2026).</p> <p>If suitable candidates have applied, possible first interviews to be offered during week of 13th – 17th April and second interviews the following week.</p> <p>AGREED: the job to be posted on the Council’s website, noticeboards and social media; as well as on Indeed, through the Clerk’s Forum and the SLCC.</p> <p>b) AGREED: that General Reserves be used to fund the advertising with an initial, maximum budget of £1,000. However, this is to be reviewed based on post responses.</p> | |
| EO179/25/26 | <p>Clerk Replacement – approval of role details</p> <p>Members AGREED the proposed job description, working arrangements and salary scale for the replacement Parish Clerk. However, the job title of ‘Clerk’ was REJECTED.</p> <p>PROPOSED and AGREED: the new job title will be Parish Operations Manager & Responsible Financial Officer (RFO). This job role will encompass the legal requirements for a Proper Officer and cover the role of Responsible Financial Officer as detailed in the job description.</p> | |
| EO180/25/26 | <p>Interim Planning</p> <p>a) AGREED: in the circumstance a replacement Clerk has not been sourced before the current Clerk leaves on Thursday 30th April 2026, and to ensure the Council continues to operate lawfully and effectively, a Locum Clerk is to be sought using the services of the SLCC.</p> <p>b) AGREED: to ensure the Council continues to operate lawfully and effectively, Cllr Harish Mistry will be assigned the role of Responsible Financial Officer, due to the post of Clerk becoming vacant, until:</p> <ol style="list-style-type: none"> i. a locum has been sourced <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> ii. the vacant position has been filled, whichever is soonest. <p>c) AGREED: the following tasks are delegated to Cllr Mistry:</p> <ul style="list-style-type: none"> • administer the Council’s financial affairs • process payments in accordance with the Council’s Financial Regulations • maintain accounting records. <p>i. AGREED: no payment will be made to Cllr Mistry during this period.</p> | |

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| EO180/25/26 cont. | <p>Interim Planning continued</p> <p>a) AGREED: to ensure the Council continues to operate lawfully and effectively, Cllr Claire Tull is assigned the role of Proper Officer, due to the post of Clerk becoming vacant, until:</p> <p style="padding-left: 40px;">i. a locum has been sourced</p> <p style="padding-left: 40px;">OR</p> <p style="padding-left: 40px;">ii. the vacant position has been filled, whichever is soonest.</p> <p>b) AGREED: the following tasks are delegated to Cllr Tull:</p> <ul style="list-style-type: none"> • Issue agendas in accordance with statutory requirements • Record and publish minutes • Manage correspondence on behalf of the Council <p style="padding-left: 40px;">i. AGREED: no payment will be made to Cllr Tull during this period.</p> | |
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There being no further business, the meeting closed at 21.03

Signed: **Dated:**

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| Minutes prepared by: | Pam Kirkpatrick, Clerk |
| Minutes dated: | 8 th April 2026 |