



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Minutes of the Annual Meeting of Holybrook Parish Council

Date of Meeting	Monday 11th May 2026
Location	Beansheaf Room, Beansheaf Community Centre, Charrington Road, Calcot, Reading RG31 7AW
Present:	Cllrs Tull, Bedwell, Somner, Moore, Albanese, Croal
Circulation	All council members and District Councillors

7.15, It was with great pleasure that Chloe Golding and Faith Murphy were presented with their Spirit Of Holybrook Awards and vouchers.

No.	Notes
1.	<p>Cllr Claire Tull opened the Annual meeting of Holybrook Parish Council and as required recused herself as councillor for the duration of the meeting in order to fulfil the delegated role of Acting Proper Officer.</p> <p>In accordance with standing Orders, Cllr Mary Bedwell was elected as chairman for the duration of the meeting.</p> <p>Election of Chairman for the Council year 2026/27</p> <p>a) Motion: that nominations are received for the position of Chairman to Holybrook Parish Council. (note: nominees must agree to the nomination and the nomination must be seconded).</p> <p>Cllr Claire Tull was nominated by Cllr Albanese, seconded by Cllr Moore</p> <p>b) Motion: that the agreed and seconded nominations and approved.</p> <p>Agreed unanimously</p>
2.	<p>Appointment of Vice-Chairman for the Council year 2026/27</p> <p>a) Motion: that nominations are received for the position Vice-Chairman to Holybrook Parish Council (note: nominees must agree to the nomination and the nomination must be seconded).</p> <p>Cllr Mary Bedwell stood down from the role and Cllr Abanese was nominated by Cllr Bedwell and seconded by Cllr Somner</p> <p>b) Motion: that the agreed and seconded nominations and approved.</p> <p>Agreed unanimously</p>

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No.	Notes
3.	<p>Delivery of the Declaration of Acceptance of Office of the newly elected council chairman</p> <p>Papers to be signed in the presence of the Parish Clerk.</p> <p>The Declaration of Acceptance to be deferred to the Full Council Meeting Monday 18th May for witness by the Acting Responsible Finance Officer.</p>
4.	<p>Apologies for absence</p> <p>Apologies for absence (LGA 1972 s85 (1)) received and accepted from Cllrs Griffin and Sharma</p>
5.	<p>Approval and adoption of Council Minutes</p> <p>Motion: that the minutes of the full council meeting held on Monday 13th April 2026 are approved and adopted as true record of the meeting's decisions.</p> <p>Cllr Croal sought clarification ref item 8/26/27 that outstanding Parish Plan would be reviewed by the C&E committee.</p> <p>Approval and adoption nominated by Cllr Somner, seconded Cllr Albanese. Agreed and approved unanimously</p> <p><i>Enclosed for reference only (i.e. not comment) minutes of the Annual Assembly held on Monday 30th March 2026.</i></p>
6.	<p>Review and delegation arrangements to committees, sub-committees and employees</p> <p>a) Motion: that the following current standing committees remain, and no further committees are required:</p> <ul style="list-style-type: none"> i. Community & Environment Committee ii. Finance Committee iii. Human Resources Committee <p>Approval nominated by Cllr Somner, seconded Cllr Albanese. Agreed and approved unanimously</p> <p>b) Motion: that each committee review their current Terms of Reference are sufficient and to confirm to full council either <i>no amendments are required or recommended and to continue as existing, or, to submit amendments for approval.</i></p> <p>Approval nominated by Cllr Bedwell, seconded Cllr Albanese. Agreed and approved unanimously</p> <p>c) . The HR Committee to be delegated to review the Terms of Reference and Recruitment Policy/ Procedure. (Current TOR's are available to view on the Council's website)</p> <p>Approval nominated by Cllr Moore, seconded Cllr Albanese. Agreed and approved unanimously</p> <p>d) Motion: that, in-line with each Committee's Terms of Reference, membership of the following committees is confirmed</p> <ul style="list-style-type: none"> i. Community and Environment Committee (minimum 3 members) ii. Finance Committee (minimum 5 members: 4 elected) iii. Human Resources Committee (minimum 3 members) <p>NOTE: a list of current membership is enclosed for reference.</p>

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No.	Notes
6. conti nued	<p>As not all councillors are present, membership and chairmanship of committees to be confirmed at the Full council Meeting 18th May</p> <p>Provisionally: Finance Committee: Cllrs Tull, Mistry, Sharma, Salau, Bedwell</p> <p>Community & Environment: Cllr Croal (Chair), Albanese (Vice Chair), Somner, griffin, Tull</p> <p>Human Resources: Cllr Moore (Chair), Salau, Albanese, Griffin, Bedwell</p> <p>Proposed by Cllr Bedwell to increase the number to the HRC to 5. The Vice Chairman to be appointed at the next meeting of the HRC. Seconded by Cllr Moore. Unanimously agreed.</p>
7.	<p>Standing Orders and Financial Regulations</p> <p>Motion: that the following updated policies are agreed:</p> <p>a) Standing Orders (major update in 2024. Only minor modification to page 16 enclosed for approval)</p> <p>Cllr Bedwell proposed that a full copy of 2024 version is obtained, councillors to review and approve at a meeting of the full council.</p> <p>Seconded by Cllr Somner. Agreed Unanimously</p> <p>b) Financial Regulations.</p> <p>Cllr Bedwell proposed that councillors review the regulations and adoption ratified at the next full council meeting. (A copy of the current Practitioners' Guide is available in the office)</p> <p>Seconded by Cllr Somner. Agreed Unanimously</p>

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No.	Notes
8.	<p>Representation on external bodies</p> <p>a) Motion: that representation on the following external bodies is continued and, if so, assign a representative for each:</p> <ul style="list-style-type: none"> i. LLC (AWE) – vacancy ii. Dr Ellerton's Charity – Cllr Griffin (representative), Cllr Bedwell (trustee) NB The Beansheaf centre Office is the charity's registered address) iii. Community Speed Watch <p>a. Off-site co-ordinator – to be appointed</p> <p>b. On-site co-ordinator (The Parish operations Manager)</p> <p>b) Motion: that reports from given from Cllrs and/or staff, attending meetings of these external bodies can be provided as verbal or written reports as deemed appropriate by the representative.</p> <p>Proposed items (a) and (b) above Cllr Bedwell, seconded Cllr Somner. Agreed unanimously</p>
9.	<p>Council policies</p> <p>Motion A: that, due to the recent change in staffing personnel, the review of the following policies is completed by the Finance Committee at its next scheduled meeting with ratification by full council after:</p> <ul style="list-style-type: none"> i. Low Value Asset Disposal and Write-off Policy ii. Grant Policy iii. Investment Strategy iv. Data Retention Policy <p>Motion B: that, due to the recent change in staffing personnel, the review of the following policies is completed by the Human resources Committee at its next scheduled meeting with ratification by full council after:</p> <ul style="list-style-type: none"> v. General Data Protection Regulation Policy vi. Privacy Notice vii. Complaints Procedure viii. Vexatious Complaints Policy ix. Operation Menai Bridge – CONFIDENTIAL <p>Proposed motions A and B above: Cllr Bedwell, seconded Cllr Somner. Agreed unanimously</p>
10.	<p>Training requirements</p> <p>Motion: that members state any training opportunities they would like to attend.</p> <p>Cllr Somner requested the link for the CSW training to be shared. A/PO to action</p>
11.	<p>Schedule of Meetings for Council year 2026/27 These are already approved. Included for information only.</p> <p>There being no further business the meeting closed at 08.08p.m.</p>

Signed..... M R Bedwell (Acting) date 18/05/26

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