



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Minutes of the Extra Ordinary Full Council Meeting of Holybrook Parish Council

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

Date of Meeting Monday 11th May 2026

Location	Beansheaf Room, Beansheaf Centre, Charrington Road, Calcot, Reading RG31 7AW
Present	Chairman: Cllr Tull Vice Chairman: Cllr Bedwell Also present Cllr Albanese, Croal, Somner and Moore
Circulation	All Council members and District Councillors

No.	Items
1.	To receive apologies for absence (LGA 1972 s85 (1)) members noted and accepted apologies from Cllrs Sharma and Griffin
2.	To receive declarations of interest relevant to the agenda Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations). Cllr Tull excused herself as chairman in order to perform the duties of Acting Proper Officer to the Council. In accordance with Standing Orders, Cllr Mary Bedwell took over as chairman. Nominated by Cllr Somner, seconded by Cllr Albanese. Agreed unanimously.
3	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 to be excluded for items 4 to 6 inclusive

4.	<p>To approve the amendment to the Parish Operations Manager's job description</p> <p>Mover: Cllr Mary Bedwell</p> <p>Motion: That the titles of 'Clerk' and 'Clerk to the Council, are retained and used as appropriate as working titles within the Parish Operations Manager's role.</p> <p>Nominated by Cllr Somner, seconded by Cllr Albanese. Agreed unanimously.</p>
5.	<p>Financial decisions</p> <p>Mover: Cllr Mary bedwell HR Committee Chairman</p> <p>i. The proposed starting salary for the new Parish Operations Manager to be Pay Scale Point 38, pro-rata 30 hours.</p> <p>Nominated by Cllr Somner, seconded by Cllr Albanese. Agreed unanimously.</p>
6.	<p>Employment</p> <p>Mover: Cllr Mary Bedwell HR Committee Chairman</p> <p>Motion:</p> <p>i that members approve the employment of the proposed candidate for the post of Parish Operations Manager as recommended by the HR Committee subject to completion satisfactory completion of references. (To date one reference has been received and is satisfactory)</p> <p>ii that members approve the provisional starting date of Monday 8th June 2026</p> <p>iii that members delegate the T/RO to issue the documentation and finalise the recruitment process</p> <p>iv that the HR Committee and T/RO are delegated to organise and carryout the reception and induction of the new member of staff.</p> <p>Items i to iv inclusive: Nominated by Cllr Somner, seconded by Cllr Albanese. Agreed unanimously.</p> <p>There being no further business, the meeting closed at 8.25</p>

Signed..... Mr Bedwell (Chair) Dated 18/05/26

Minutes prepared by Claire Tull A/ Proper Officer
 Minutes dated 13th May 2026

Monday 11th May 2026

Chairman's initial of loose leaf page MCB