



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

Finance Committee Meeting

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

Date of Meeting Monday 7th July 2025

Location The Keep, Beansheaf Centre, Charrington Road, Calcot RG31 7AW at 19:30

Chairman: Cllr Claire Tull **Vice-chairman:** Cllr Harish Mistry

Present **Members:** Cllrs. Bedwell, Littlewood and Sharma.

Also present: Pam Kirkpatrick (Clerk)

Circulation All committee members

Open forum for members of the public

None.

Finance Committee Meeting Minutes – Monday 7th July 2025

Announcement of Public Session

No.	Notes	Action
F01-25/26	To receive apologies for absence Members accepted apologies from Cllr Salau.	
F02-25/26	Declarations of Interest relevant to the Agenda Cllr Tull – Grant Application (KVCA).	
F03-25/26	Minutes of the Finance Committee meeting held on Monday 24th February 2025 APPROVED and ADOPTED. Proposed by Cllr Littlewood and seconded by Cllr Bedwell.	
F04-25/26	Payments Payment sheet 04-2025/26: APPROVED.	

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F05-25/26	<p>Review of current financial situation</p> <p>Reports were received and reviewed on:</p> <ul style="list-style-type: none"> a) Bank balances as of 30th June 2025. b) Earmarked funds and capital reserves c) Income and expenditure for the year 1st April 2025 to 30th June 2025. <p>Expenditure, at this early stage of the year, is on track with some minor under and overspends.</p> <p>Income for the Beansheaf Centre remains strong.</p>	
F06-25/26	<p>Beansheaf Centre Water</p> <p>Water consumption remains a concern and meter ownership is not clear at this stage. Further investigations are required.</p> <p>If the Beansheaf Centre and West Berkshire Council changing rooms are on a linked supply, a separation is to be requested.</p> <p>Clerk to investigate when the water meter was installed.</p> <p>Clerk to investigate from where the Council is responsible for the pipework (in case of a leak).</p>	<p>Clerk</p> <p>Clerk</p>
F07-25/26	<p>Local Government Organisation across West Berkshire and Oxfordshire - survey</p> <p>AGREED: Clerk to respond to the survey on behalf of the Council citing points raised.</p>	Clerk
F08-25/26	<p>Tree planting request</p> <p>Members APPROVED a request for a tree to be planted on the Holymead Recreation Ground by a local community group. The selected location is on the mound behind the Holybrook Centre (near existing tree groupings).</p>	
F09-25/26	<p>Grant Application</p> <p>20:18 EXIT Cllr Tull</p> <p>Due to Cllr Tull's declared interest, she exited the room and the following item was presented by Vice-Chair, Cllr Bedwell.</p> <p>AGREED: grant awarded to Kennet Valley Community Association to the sum of £400 for a newsletter insert advertising the Kennet Valley Club.</p>	

F10-25/26	<p>Human Resources and Health & Safety Support</p> <p>20:24 RE-ENTER CLLR TULL</p> <p>AGREED: that the Council employ an external company to assist with Human Resources and Health & Safety support. However, it was REJECTED that the service starts in the new financial year. A counter proposal was received and AGREED that the service start 'as soon as possible' using the Legal and Professional budget heading. It was acknowledged that this will likely lead to this budget being exceeded in the current financial year.</p> <p>Clerk to seek three quotes for presentation to Full Council, ideally, in September.</p>	Clerk
F11-25/26	<p>Rolling Maintenance/Maintenance Projects – Beansheaf Centre</p> <p>AGREED: Clerk to seek quotes/options for the repair or change of the Linear Hall suspended ceiling.</p> <p>AGREED: replacement of toilet pans to be added to the rolling maintenance schedule for 5-years time. It was acknowledged that, typically, the toilets are in good condition and a full renovation is not currently required.</p> <p>AGREED: Kitchen upgrade to be added to the rolling maintenance schedule for 10-years time.</p> <p>AGREED: solar panel maintenance will need to be considered in approximately 5 – 7 years.</p> <p>AGREED: maintenance of The Garage will need to be considered going forward.</p> <p>AGREED: that a sinking fund should be employed for the Beansheaf Centre shutters.</p>	Clerk
	There being no other business, the meeting closed at 21:02	

Signed: **(Finance Committee Chairman)** **Dated:**

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	25 th July 2025

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