



# Holybrook Parish Council

*Serving the communities of Beansheaf Farm and Fords Farm*

## Council Meeting Extraordinary Minutes

Date of Meeting	22 <sup>nd</sup> June 2020
Location	Zoom Virtual Meeting
Present	Cllrs. Baker, Bedwell (Chair), Collard, Croal, S. Mistry, Lenaghan, Littlewood and Tull. Also present: Pam Kirkpatrick (Clerk) and Caroline Lenaghan (Administration Assistant)
Circulation	All Council and Ward Members

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 ("the Regulations") came into force on the 4 April 2020. The Regulations remove the legal obligation to hold local authority meetings at a specified physical location, by permitting members and others attending the meeting to do so by way of 'remote attendance'. The obligation to hold an Annual Meeting was also removed.

All virtual meetings held by the Parish Council before 7th May 2021 (NOTE: the date could be brought forward if the Government rules are relaxed) are enabled by this legislative change. This Protocol applies to meetings of the Council and/or its Committees, that would, but for the coronavirus pandemic and the Regulations, be held in public. All other Standing Orders remain in place.

No.	Notes	Action
EO01/20/21	<b>Open forum for members of the public</b> Mr Oloko. Interested in re-joining HPC as a Councillor.	
EO02/20/21	<b>Members accepted apologies for absence from</b> Cllr H. Mistry.	
EO03/20/21	<b>Declarations of Interest relevant to the Agenda</b> Cllr Tull. Item 4: The Beansheaf Centre Kitchen Refurbishment Project. Non-pecuniary (Cllr Tull has a business connection to one of the quoting companies).	
EO04/20/21	<b>The Beansheaf Centre Kitchen Refurbishment Project</b>  Members were provided with an anonymised quotation summary from the two remaining quoting companies. The Chairman extended thanks to Cllrs Tull and Lenaghan for their work on the kitchen project to date.  Cllr Tull 'left' the meeting (microphone muted and video turned off).  A brief history of the project was provided and Members discussed the quotes at length. Of concern, was the difference in cost between the two companies' quotes. Members were assured that both companies had been provided with exactly the same job specification, opportunity to ask questions and view the kitchen area. Cllrs Tull and Lenaghan have scrutinised the quotes and are satisfied that like-for-like, as far as possible, has been obtained. It was recognised that the way in which companies present their quotes will sometimes differ in format. A difference was noted in the type of oven each company had quoted for but this is only a minor cost implication overall.  It was acknowledged that a 5% contingency would be built into the pricing for whichever company was selected for any unforeseeable costs such as works to the electric cabling/fittings to bring up to standard.	

No.	Notes	Action
EO04/20/21 cont.	<p><b>The Beansheaf Centre Kitchen Refurbishment Project continued</b></p> <p>Cllr Lenaghan proposed that Vendor 3 be selected to complete the project which was unanimously <b>AGREED</b>. Following the decision Members were advised that the selected company is Thatcham Kitchen Designs.</p> <p><b>CLLR TULL RE-ADMITTED TO MEETING</b></p> <p>The Chairman advised Cllr Tull of the Council's decision.</p> <p>Cllrs Tull and Lenaghan will organise a site meeting with Thatcham Kitchen Designs with a view to selecting the finer detail items such as colours and ensuring that the project is ready to take place during the summer holidays 2020.</p>	CT & AL
EO05/20/21	<p><b>Holybrook Festival: discuss the future of the Holybrook Festival</b></p> <p>As the Holybrook Festival 2020 had to be cancelled due to Covid-19, Members were advised that the £2.5k grant given to the Festival from Holybrook Parish Council for the 2020 event had not been used, bar some minor spends on deposits, licence fee and stamps totalling approximately £300. .</p> <p>Members discussed the Festival and these funds at length. Whilst there was an agreement that the money should be re-invested into the community a final decision was <b>DEFERRED</b> until after the Festival AGM which is scheduled to take place in September 2020.</p> <p>In addition, Members agreed that the Festival is becoming harder to run/organise with depleting numbers on the Committee. No members were, at present, prepared to dedicate themselves to the Festival's future.</p> <p><b>AGREED</b>, residents are to be encouraged to attend the Festival AGM through the Parish newsletter. Residents are to be made aware that, if there are no new members to the Festival Committee and more assistance from residents on the day, the future of the Holybrook Festival could be in jeopardy.</p> <p>Office to confirm the date of the Festival AGM by e-mail to all Members. All Members are encouraged to attend the meeting.</p>	CL
<b>There being no other business, the meeting closed at 20:25</b>		

Signed: ..... Dated: .....

Minutes prepared by	Pam Kirkpatrick, Clerk
Minutes dated	23 <sup>rd</sup> June 2020