



Arborfield & Newland Parish Council

Parish Office, Arborfield Village Hall, Eversley Road,

Arborfield, Berkshire, RG2 9PQ

Tel 0118 976 1489

E-mail parishclerk@arborfield.org.uk

Clerk: Mrs Annabel Wood

14th September 2022

Notice of Meeting of the Parish Council Tuesday 20th September 2022 at Arborfield Pavilion 7:30pm

The Business to be transacted is as shown under

33/23 To receive and accept any apologies for absence

34/23 To receive any declarations of interest on items on the agenda

35/23 Minutes of Council Meeting – to approve the minutes of the Council meetings held on Tuesday 19th July 2022 – document A

36/23 Public Participation (allotted time - 15 minutes)

37/23 Clerk's Report – for information only – document B

38/23 (a) Reports from external bodies:
1) Borough Council – document C
2) Police – document D

(b) Reports from meetings attended by Councillors, if any.

39/23 Arborfield Village Improvements – Progress and Plans – update from Cllr Murphy

40/23 Council Priorities

41/23 Planning

- 1) **Planning Report** – for information only – document B
- 2) **To discuss planning applications received by the date of the meeting** – document E
- 3) **Any Planning matters considered urgent**

42/23 F&GP

- 1) **F&GP report** - see document B
- 2) **Declaration of Acceptance of Office**
- 3) **Pavilion**
- 4) **CIL Funding** - document F
- 5) **Shelter** – feedback from insurance and agreement of plans to replace see Part 2 of Meeting
- 6) **Remembrance Parade**

7) Purchase of new shredder for Parish Office

8) Re-adoption of Policy Documents

1. Asset Register
2. Business Continuity Plan
3. Code of Conduct
4. Complaints
5. Document Retention & Disposal
6. Equality
7. Executive Committee ToRs
8. Expenses
9. F&GP Committee ToRs
10. Financial Regulations
11. Health & Safety
12. Information & Data Protection
13. Investment Strategy
14. Management of Transferable Data
15. Park Accident Form
16. Pavilion Accident Form
17. Parks Committee ToRs
18. Pavilion Hire Contract
19. Park Hire Form
20. Planning Committee ToRs
21. Press & Media
22. Public Participation at Meetings
23. Risk Assessment – Financial
24. Risk Assessment – General
25. Risk Assessment - Staff & Employment
26. Risk Management
27. Sickness / Absence Policy
28. Sick Pay Scheme
29. Standing Orders
30. Training

9) Any other F&GP matters considered urgent

43/23 Parks

- 1) **Parks Report** – for information only – see document B
- 2) **Park items for ratification** – see Part 2 of Meeting
- 3) **Any Parks matters considered urgent**

44/23 Risk Management

- **Risk Management Report** – See document B
- **Risk Assessments and Checklists** – to agree responsibilities and all to be completed

Risk area	Risk Assessment (annually)	Who by?	Check List Frequency
-----------	----------------------------	---------	----------------------

Playground	Carried out by external company 6 monthly	Play Inspection Company – Every 6 months	6 Monthly
		Handyman – Weekly Check List	Week
Park	John Kaiser	John Kaiser	Quarterly
Pavilion	Vanessa Starkey	Vanessa Starkey	Monthly
Carpark	John Kaiser	John Kaiser	Quarterly
Parish Office & Store	Karen Hughes	Karen Hughes	6 monthly
Pound Copse	Andrew Clint	Andrew Clint	6 monthly
Old Churchyard	Paul Stevens	Paul Stevens	6 monthly
Parish Owned Land	Vanessa Starkey	Vanessa Starkey	6 monthly
Street furniture	Karen Hughes	Karen Hughes	6 monthly
Streetlights	Vanessa Starkey	Vanessa Starkey	6 monthly when the clocks change

- **Any RM matters considered urgent**

45/23 Accounts – To agree and sign payments for July - document H and August 2022 – document I

46/23 Correspondence – document J

47/23 Action list – to run through and update the action list - document K

48/23 Any items for consideration to include items for the next meeting agenda – information only

49/23 Date of next meeting – The next meeting will be **Tuesday 18th October**.

Part II of Meeting

50/23 Approval of quote for removal of two trees in the park by Arborfield Tree Care

51/23 Approval of quote for renewal of wooden shelter that was burnt down