



Arborfield & Newland Parish Council

Minutes of an Executive Committee meeting of the Council

Held on Thursday October 13th 2022

Arborfield Pavilion, 7.30pm

Clerk: Mrs Annabel Wood

Executive Committee Meeting Minutes – Thursday 13th October 2022

Present: Cllrs: Clint, Starkey, McIntosh, and Murphy. Also, the Clerk and Responsible Financial Officer (RFO) – Colin Watts.

Others: No other persons were present.

1. **To receive and accept any apologies for absence - none**
2. **To receive any declarations of interest on items on the agenda - none**
3. **Public Participation** (allotted time - 15 minutes) – **no members of the public.**
4. **Clerk’s Report will be taken to the full council meeting on Tuesday 18th October.**

Cllr Clint reminded the meeting of the Terms of Reference of the Executive and that proposals made at the Executive would need ratification by the full council

5. **F&GP**

1) **F&GP report** - take to full council on 18th Oct.

2) **Councillor recruitment**

Cllr Clint and the Clerk are to draft wording to advertise the vacancies withing the council; this will be ratified at the full council meeting on Tue 18th Oct. The Council decided this is to be published on the Arborfield Community FaceBook page and in the next edition of Arborfield News.

3) **Investments**

The council decided all bonds currently invested will remain as they are. They may be split as six month and three month investments.

4) **Arborfield News**

The council recognised there needs to be more advertising in the Arborfield News to cover the printing costs. Better content would attract people to advertise. Possible contributors could be local schools, the Royal British Legion, The Scouts/Guides etc. In addition, it could include recipes, puzzles and also an update from the Parish Council. The advertising proposal put forward by the RFO was agreed by the Executive and will be taken to full council for ratification.

5) **Bank & financial authorisation**

The council decided it should always be either the clerk or the RFO to set payments up on the bank, and, one other person should be also be able to do this if either of the aforementioned are unable to. Cllr Starkey offered to be trained in setting up payments, this will be taken to full council on 18th Oct to be agreed.

6) Clerk & RFO Role

This role of Clerk and Responsible Financial Officer is to be split. Colin Watts needs to be appointed as the Responsible Financial Officer. It was proposed the Clerk’s hours could be increased from 18 to 24 hours per week to cover the workload.

The council decided the publishing of Arborfield News could be outsourced as a paid role. This is to be proposed at the full council meeting on Tuesday 18th October.

7) Any other F&GP matters considered urgent – none.

6. Parks

1) Parks Report – will be taken to full council meeting on 18th October.

2) Parks budget

The broken wooden posts which are part of the slide play equipment either needs repairing, or the whole piece of equipment needs replacing. The Clerk to obtain quotes to repair, Cllr Starkey to obtain prices for suitable replacement items.

3) Pavilion update – It was previously decided the pavilion is to be extended and refurbished.

Action on Cllr Murphy to contact the architect.

4) Nursery – The contract proposed by Cllr Murphy and Colin Watts was circulated and agreed for final ratification at the full council meeting on 18th October.

5) Any Parks matters considered urgent – none

7. Risk Management

1) Risk Management Report – will be taken to full council meeting on 18th October.

2) Any RM matters considered urgent

Some risk assessments of Parish Council physical assets and associated checklists are still outstanding. Action on the Clerk to email Cllrs to complete them by Tuesday 18th Oct.

8. Action list – The council decided a new action list will be started for the executive committee, starting today.

9. Any items for consideration to include items for the next meeting agenda – none.

10. Date of next meeting – The council decided it should hold an Executive Council meeting every quarter, the next being in January.

The next full council meeting will be **Tuesday 18th October.**

There being no further business, the meeting ended at 8.50pm