



Arborfield & Newland Parish Council

Arborfield, Berkshire, RG2 9PQ

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Clerk: Mrs Hilary Carless

Executive Committee Meeting Tuesday 30th January 2024 at Arborfield Pavilion 7:30pm

Public Attendance

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. **If you would like to ask a question at this meeting, please contact the Parish Clerk by 12 noon on the day of the meeting via email at parishclerk@arborfield.org.uk.** (If you are unable to attend you are entitled to send in a written representation). Subject to standing order 3(f), a member of the public shall not speak for more than three minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

AGENDA

- 1) Public Participation (allotted time - 15 minutes)**
- 2) To receive and accept any apologies for absence.**
- 3) To receive any declarations of interest on items on the agenda**
- 4) To approve the minutes from the last Executive Meeting held on Tuesday 3rd October 2023 (Appendix 1).**
- 5) To discuss and agree steps to be taken to fill the councillor vacancies on the Council.**
- 6) To discuss and agree how to cover duties formerly undertaken by handyman.**
- 7) To discuss any feedback from the Thank You tea.**
- 8) Cllr Fox - to present an update on our approach to risk management following his review of our processes.**
- 9) Risk Management - Any RM matters considered urgent.**
- 10) Date of next meeting – The next executive meeting will be held on Tuesday 2nd April 2024.**