



Minutes of an Executive Committee Meeting held on Tuesday 3rd October 2023 at Arborfield Pavilion, 7.30pm

Present: Cllrs Clint (Chair), Murphy, Starkey and Fox.

In Attendance: The Clerk and the Responsible Financial Officer (RFO).

Public: No members of the public were present.

1) Public Participation (allotted time - 15 minutes)

There were no members of the public present.

2) To receive and accept any apologies for absence.

No apologies were received.

3) To receive any declarations of interest on items on the agenda

No declarations were made.

4) To approve the minutes from the last Executive Meeting held on Monday 3rd July 2023.

These minutes were approved and signed by Cllr Clint. Proposed by Cllr Clint, seconded by Cllr Murphy, all in favour.

5) To discuss and propose the most effective methods of recruitment and retention of councillors.

The Council discussed places to advertise council vacancies including Social Media platforms, the Arborfield News, and Noticeboards. The Council decided to recruit through local Christmas events, social media and Next Door. Clerk to compile and distribute list of events, Cllr Clint to write an advert. It was suggested that Councillors are more likely to be retained if they feel engaged and involved with council events.

**6) To discuss and propose the most effective ways of recruitment and retention of council staff:
Handyperson, Gatekeeper, Cleaners.**

It was suggested the pay and just eight hours a week may not be attractive to potential handyperson applicants. As the Village Hall are looking to appoint a manager; it was suggested the handyman role could be combined with this managerial role. Cllr Clint to speak with Cllr Stevens to discuss further. Clerk to ask the Estate Manager for Arborfield Green to advertise handyperson vacancy on the residents' site and also to ask grounds staff if interested in this role.

7) Half-year budget review – an update by Cllr Murphy and the RFO.

The actual versus budget for 2023-24 had been circulated in advance. It was noted there were a number of expenditures particular to this financial year specifically pertaining to the Coombes Woodland, The Pavilion and the Old Churchyard. The council is expecting a reduced spend in the next financial year. A replacement for the burnt bin will be funded from the phase II Pavilion build budget.

8) Cllr Fox - to present on our approach to risk management; Council to review current process and implement a new Risk Management policy.

Cllr Fox summarised our current risk management documents as a Health and Safety Policy, and three risk assessments being Financial, General and Staff and Employment. Cllr Fox to collate a document which identifies the risk in each area and produce a template of risk matrix.

Cllr Fox explained that a Risk Assessment Matrix could be used to evaluate risk before and after taking into consideration the measure(s) to mitigate risk, thus lowering the risk value after considering measures.

9) Risk Management -_Any RM matters considered urgent.

The Council decided the following handy person tasks would be covered as follows:

Weekly tasks

- Play Park safety check – Cllr Fox
- Items to go in notice boards and ensure noticeboards are clean. – Clerk
- Litter picking park, play park and car park. – Leave
- Bin emptying – 3 bins – RFO to check if existing contractor will empty.
- Check book swap (phone box) and tidy as necessary. – as hoc by Cllrs
- Check rubbish has been collected (bin at gate) – Potentially covered by Gatekeeper.
- Ensure bus stops are clean and free of litter (4 bus stops) – leave.
- Report any bins overflowing – clothes bank, recycling, WBC bins. -- anybody

Twice weekly

- Check list - items on external Pavilion walls – ad-hoc, any issues to be reported to the Clerk.

Weekly Safety checks at the pavilion

- fire alarm sounding – Nursery Manager
- external escape routes clear -- Nursery Manager
- fire extinguishers in correct place -- Nursery Manager

Fortnightly

- Unlock and lock height bars for glass collection. – Explore the possibility of removing the high padlock and side padlocks to be unlocked by Gatekeeper to open height bar.
- Litter picking Langley Common Road underpass. -- leave

Monthly

- Emergency lighting 5-minute flash test – Carried out at full council meeting.
- Final exit doors open correctly. -- Nursery Manager

Every 2 months

Walk round Pound Copse report any issues to Clerk e.g. fly tipping - Cllrs Clint and Starkey

Twice a year

Check and clean pavilion gutters. -- leave

As required:

Cut back hedge at entrance to park to ensure maximum visibility for drivers. – Cllr Murphy to liaise with gardner.

Cutback vegetation at styles / round pavilion/ dog waste bins – Cllr Murphy to liaise with gardner

Ensure salt bins are full (6 bins) – allocate to councillors – Clerk to obtain a map of salt bins and distribute.

Clear weeds from bark are in play park. – Cllr Murphy to liaise with gardner

Treat and brush moss away in play park - Cllr Murphy to liaise with gardner

Cut back branches in play park - Cllr Murphy to liaise with gardner

10) Date of next meeting – The next executive meeting will be held in January.

There being no further business to discuss the meeting ended at 21.00.