



Arborfield & Newland Parish Council

The Parish Office
The Pavilion at Arborfield Park
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Email: parishclerk@arborfield.org.uk
Parish Clerk: Hilary Carless

Executive Committee meeting Tuesday 2 July 2024 at Arborfield Pavilion 8:30pm

I hereby give notice that the Executive Committee of Arborfield and Newland Parish Council will be meeting on Tuesday 2 July 2024 at 8.30pm at the Pavilion, Arborfield Park. Members of the Committee are hereby summoned to attend for the purposes of transacting the business as set out below.

Hilary Carless

Parish Clerk to Arborfield & Newland Parish Council

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. **Questions from members of the public in respect of the business on this agenda**
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 Executive Committee meeting held on Tuesday 30 January 2024 – Appendix A**
5. **To update on the progress with the Handy Person's work schedule – Appendix B**
6. **To discuss how to move forward with updating our approach to risk management**
7. **To discuss the creation of an Emergency Plan for the Parish – Appendix C**
8. **Any items for consideration to include items for the next meeting agenda.** For information only.
9. **Date of next meeting** - The next Executive Committee meeting will be held on **Tuesday 1 October 2024**