# 

Dated**: 4th June 2024**

Meeting of the Coombes Woodland Committee

To be held on **12th June 2024**

at the Parish Office, Arborfield Green Community Centre

Commencing at **6.30pm**

**A G E N D A**

1. **To receive and accept any apologies for absence** Local Government Act 1972 Sch12
2. **To receive any declarations of interest on items on the agenda** (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
3. **Minutes of the Coombes Woodland Committee Meeting** LGA 1972 Sch 12 para 41(1) **–** To approve the minutes of the meeting held on 15th May 2024.
4. **Questions from members of the public in respect of the business on this agenda (allotted time 15 minutes)** Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100  
     
   Adjournment of the Meeting will be called if any members of the public wish to address the Committee on any matters or concerns relating to The Coombes Woodlands. If you would like to ask a specific question to be answered at the meeting, please submit the question at least 24 hours in advance.  
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5. **To review actions arising from the last meeting:**  
     
   **-** Bio-diversity plans to be shared for review by committee  
   - Cllr Fox and the Deputy Clerk would meet to look at risk assessments required for any work carried out.  
   - Deputy Clerk to confirm the insurance policy cover for volunteers and contractors.  
   - Measure to protect the Coombes from motor vehicles access. Cllr Barker will liaise with Wokingham Parish Council to get this implemented.  
   - Volunteer support. Mr Steel & Mr Norton will create a plan and order of priority for work that be carried out by the volunteers. This would be shared at the next meeting.   
   - Deputy Clerk to create plan of what is needed to get volunteers up and running before start any work.   
   - The deputy clerk will collate relevant content and images for the website.
6. **To share and agree on a Coombes Woodland Committee Logo**  
   The committee to agree on a design for the logo for the Woodland Committee. Once approved it can be used on official documents, the website and other relevant communications.
7. **Public engagement - Friends of the Coombes group**
8. **Volunteers update**  
   The committee is to give an update on any volunteer elements.
9. **BMX area update**  
   Levelling off of the ground - The committee to agree and approve a contactor from quotes provided.
10. **First Aid course**
11. **Facebook page name**  
    The name of the Facebook page requires to be approved at the meeting.   
      
    The reserved names were shared with the members of the committee before the meeting. During the meeting a name will be chosen from those reserved.
12. **Website creation**  
      
    The committee is asked to choose which option to approve in order to progress the website. Once agreed the Deputy Clerk will start to build the website with content gathered from the CWC and other relevant sources.  
      
    The website will be shared with the committee at a future date for approval before going live.   
      
    **Web builder:** £15 per month. (12-month contract)   
    Basic package for someone with no web experience. Includes email.   
      
    **Word Press plus:**  Cost is 49p per month for first 6 months. Then £8 per month for a 12-month contract. Allows complete flexibility on the site, optimal performance and security and support. Suitable for someone with technical information. Includes email and website security.   
      
    These options are both available through our Fasthosts account where the domain was purchased.
13. **A1 printed and laminated maps**  
    These have been sent to print and will be delivered to the Parish office next week. The additional cost for delivery was approved by the CWC. The revised cost for these is £90 plus VAT.
14. **AOB**  
      
    **Volunteer Policy**  
    A draft volunteer policy is being written by the Deputy Clerk and will be shared with the committee for feedback.  
      
    **Grants for Woodlands and Rhododendron control**  
    Information regarding the grants available for managing rhododendrons and maintaining woodlands is being collated and will be shared with the committee for discussion at the next meeting.The Parish council can apply for a grant anytime of the year from 3 January 2024.
15. **To set the date of the next meeting**



N. Hayes, Deputy Clerk to Barkham Parish Council