



NAG Meeting Etiquette

- **Maintain punctuality**

Some meetings can be over before they've even begun if you fail to show up in plenty of time. Please do not arrive after the meeting has commenced, better to join the meeting via Zoom audio.

- **Introductions**

If new individuals are attending, we will make adequate introductions to break the ice and give each person an opportunity to 'introduce' themselves. Local groups/organisations whose members regularly attend can be found in the appendix below

- **Meeting agenda**

The aim is that NAG meetings may only last an hour; therefore, presenters will be given a maximum of four (4) minutes to present their case. Responses are to be limited to two (2) minutes.

*"To ensure the meeting remains focused there will no longer be an AOB, if you have any items that you would like to add to "The Agenda" please email Contactus@earleynag.org **ten (10) days** before the meeting date for inclusion. **NB:** Include a brief description of the subject you wish to raise and your proposed outcome. Include any supporting documents including where appropriate local authority incident report tracking numbers."*

- **Please don't interrupt others when speaking**

It is not a good trait to talk over others when they are having their say in any type of meeting. Each person sitting around the meeting table is there for a reason, so ensure everyone gets a chance to have their say and that no one shall dominate the conversation, constricting the enthusiasm and creativity of others. If you wish to ask a question, please raise your hand and the Chair will invite you to speak for two (2) minutes



Appendix:

Thames Valley Police

Earley Town Council

Wokingham Borough Council

Neighbourhood Watch – Thames Valley Co-ordinator

Maiden Earley Residents Association

Marefield, Barkby, Owston and Sibson Residents Group

The Whitegates Resident Association

Earley Orchard Group

University of Reading – Community Relations

Laurel Park Football Club

Laurel Park FC Youth Sports Foundation (Charity # 1183357)

Woodley & Earley Lions Club (Charity # 1191552)