

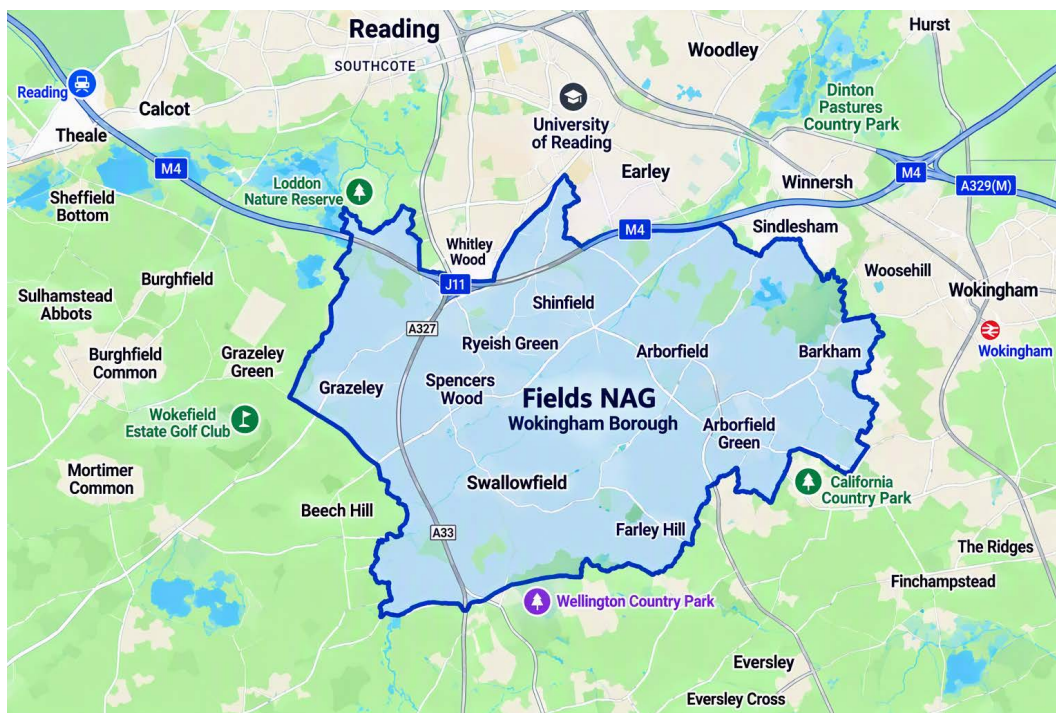


Neighbourhood Action Groups (NAGs) bring together UK residents, police, businesses and councils to improve local safety.

Communities choose priority issues—such as speeding, anti-social behaviour and crime—and work together on practical solutions.

They give local people a direct voice and a way to work with police and councils.

The “Fields” is a large area south of Reading, shown on the map below.



It includes Arborfield Cross, Arborfield Green, Barkham, Farley Hill, Grazeley, Riseley, Ryeish Green, Shinfield, Spencers Wood, Swallowfield and the University of Reading.

Anyone who lives or works locally can join. Membership should reflect the area’s diverse communities, including:

- **Local people:** Residents, young people, schools and Neighbourhood Watch members.
- **Officials:** Police, council and parish representatives, and youth workers.
- **Organisations:** Businesses, housing associations and charities.

The Fields NAG needs new leadership, as its long-serving Chair, Vice-Chair and Secretary plan to stand down.

The Chair:

- **Runs meetings:** Keeps to time, introduces agenda items and ensures everyone can contribute.
- **Keeps discussions focused:** Guides the group towards its community priorities.
- **Acts as main contact:** Represents the group to police, councils and media.
- **Drives action:** Assigns tasks and follows up on progress.
- **Stays neutral:** Helps the community, police and councils reach decisions together.

The **Secretary** works with the Chair to keep the NAG organised, informed and running smoothly.

The Secretary:

- **Manages communications:** Sends invitations and updates, and manages the group inbox.
- **Sets the agenda:** Prepares meeting topics with the Chair.
- **Takes minutes:** Records key points, decisions and agreed actions.
- **Tracks actions:** Maintains tasks and deadlines.
- **Keeps records:** Securely stores minutes, attendance, contacts and official documents.

The **Vice-Chair** supports the Chair and leads the NAG when the Chair is unavailable.

The Vice-Chair:

- **Stands in for the Chair:** Leads meetings, represents the group and manages decisions when needed.
- **Shares the workload:** Leads specific tasks, working groups or projects.
- **Advises the team:** Helps the Chair and Secretary plan agendas, strategy and solutions.
- **Supports members:** Welcomes volunteers and helps everyone feel included and heard.

These roles help the NAG work with police, councils and community groups to improve local life. **Can you help?**

Contact fieldsnag@gmail.com