

KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks

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Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 1 May 2014 at 1.30 pm at Ketley Community Centre

PRESENT:

Councillor David Elliott
Councillor Amrik Jhawar
Councillor Roy Picken

Councillor Laura Hodgkinson
Councillor Rajash Mehta

In Attendance: Alison Hinks, Parish Clerk.

R14/19 WELCOME

Cllr Mehta welcomed all Councillors to the meeting.

R14/20 APOLOGIES FOR ABSENCE

No apologies were received for the meeting.

R14/21 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R14/22 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 25 MARCH 2014

The minutes of the Resources Committee held on 25 March 2014 were proposed as an accurate record by Cllr Mehta, seconded by Cllr Hodgkinson and unanimously approved by the Finance Committee.

RESOLVED: The minutes were signed by the Chairman. All were in favour.

R14/23 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

- Staffing Restructure – The Clerk circulated a document prepared showing the job roles needed within the organization to ensure that the Parish Council is adequately staffed and the Community Centre is marketed to increase revenue. The Clerk said that she had discussed with ACAS the timescales and processes needed to restructure an organization that employs below 20 people. The Resources Committee acknowledged that the Parish Council need to be sympathetic and support the current staff employed by the Parish Council and ensure that any changes are correctly communicated. Cllr Mehta expressed concern that the Clerk had not discussed the consultation process with SALC.

ACTION: The Clerk to discuss with SALC the suggested timescales for consultation with staff and the communication process with employees. The Resources Committee to present to Ketley Parish Council the revised staffing structure for the Parish Council.

R14/24 H&S AUDIT

- General Policy Statement – The Clerk circulated the proposed policy statement, which forms the basis of the Parish Council's H&S Policy.

ACTION: The Policy Statement to be formally approved at the Ketley Parish Council Meeting on 8 May 2014.

- The Clerk updated the Resources Committee on the action plan from the recent H&S Audit, which indicates timescales and responsible persons. The Clerk said this action plan is discussed with the Centre Manager at their weekly meetings.

ACTION: The Clerk to email a copy of the H&S Action Plan to members of the Resources Committee with future agendas.

Cllr Mehta suggested that all Centre Users should sign a copy of the fire evacuation procedure to ensure that they take responsibility for their course attendees. Cllr Mehta suggested that all H&S documents are scanned to ensure that they are saved in case they are needed in the future.

R14/25 ENVIRONMENTAL MAINTENANCE CONTRACT

The Clerk confirmed that the new TWS contract is to commence 6 May 2014 with a meeting with the manager arranged for w/c 12 May 2014. The Clerk said that the locks and padlocks to the Garden of Rest have been

changed, as copy of the key for the old locks/padlocks could not be obtained. The Clerk said that TWS, Security Company and Mr Upton have been issued with the keys for the new padlocks and a set is retained in the key cupboard at the Community Centre.

R14/26 KETLEY YOUTH CENTRE

The Clerk said that wi-fi access has now been extended to the Youth Centre and the Resources Committee agreed that TCAT could be given the access codes access to the internet.

R14/18 TO CONFIRM THE DATE OF FUTURE MEETINGS

- 20 May 2014 at 1.30 pm
- 24 June 2014 at 1.30 pm
- 15 July 2014 at 1.30 pm

Cllr Mehta asked members of the Resources Committee if they were still happy with him Chairing the meeting. All Councillors said that they wanted Cllr Mehta to continue as Chairman of Resources Committee.

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 20 May 2014