

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 12 August 2014 at 3.00 pm at Ketley Community Centre.

PRESENT:

Councillor Rajash Mehta (Chairman)
Councillor Amrik Jhawar

Councillor David Elliott
Councillor Laura Hodgkinson

In Attendance: Ann Linton, Centre Manager, Sue Ward, Cleaning Assistant, Alison Hinks, Parish Clerk.

R14/48 WELCOME

Cllr Mehta welcomed all Councillors and members of staff to the meeting.

R14/49 APOLOGIES FOR ABSENCE

Cllr R Picken was not present at the meeting.

R14/50 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R14/51 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 20 MAY 2014

Deferred to next meeting.

R14/52 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Staffing Restructure – Community Centre staff attended for this item.

Cllr Mehta informed the Centre staff that following TCAT leaving KYC the Parish Council's income would be down by £24,500, which will have a significant impact on the Community Centre budget. In order to develop KCC and raise income the Parish Council would like ideas and suggestions from Community Centre staff. Cllr Mehta said that the Parish Council has spent a lot of money upgrading the building and are committed to developing the building.

The Parish Clerk had been tasked with providing a budget breakdown of receipts and payments relating to the Community Centre budget, details as follows:

The Community Centre's income will be down £24, 500 pa, or £16,333 for 2014-15 as TCAT left the building part way through the year.

The Community Centre operates between 9 am – 9 pm+ Monday to Friday and ad hoc over the weekend.

<u>Potential income</u>	per day	£150 (5 rooms available to hire)
	5 rooms	£750
	5 rooms per week	£3750
	per academic year	£146,250

Week day room bookings from September 2014 = 21 sessions out of a possible 75 room bookings. This was the same in September 2013. The total income per week based on these 21 sessions is:

Monday	£ 81.25 (6.5 hours booked)
Tuesday	£ 96.25 (8.5 hours booked)
Wednesday	£ 75.50 (6 hours booked)
Thursday	£120.50 (13 hours booked)
Friday	<u>£ 90.00</u> (8 hours booked)
Totalling	<u>£463.50</u> per week

Weekend room bookings income from September 2014 is:

Saturday	£ 81.25
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Sunday £ 12.50
Totalling £ 93.75

Weekend room bookings from January 2014 – September 2014 are as follows:

January – March 5
April – June 14
July – September 10

The increase is probably due to the new poster being displayed at the community centre.

Annual Cost to run both buildings is £45,181. This is excluding maintenance. Broken down as:
Per week £868.86
Per day £123.78
Per hour (between 9am – 9 m) £10.32

Essential costs for 2013-14 were:	salaries excluding PAYE	£20,706
	Energy and water rates	£13,337.75
	Non domestic rates	<u>£ 6,923.70</u>
	Totalling	<u>£40,968.00</u>

Annual maintenance costs for 2013-14 was £8,048. This was essential maintenance only and did not include anything relating to the refurbishment.

Cost cuts already taken place include:

- refurbishment
- new windows/heating system
- new signage to promote the building
- new website to promote the building
- Enrolment day to encourage people to go on courses
- Increase in charges for current users in line with 2014 prices
- New IT suite
- Changing cleaning suppliers
- Reviewed energy costs
- Installed water meters
- Refurbishment of out buildings to be rented

Cllr Mehta said that the Resources Committee need Community Centre staff ideas on how to raise income and develop the use of the Centre as they are the front line staff who the have most knowledge of the business and their opinions are valued. Cllr Mehta said that this process was important as the Parish Council budget is public money and the Parish Council is answerable on how this money is spent. Cllr Mehta asked Community Centre staff to let the Parish Clerk have their ideas in writing by Friday 29 August 2014, which will be discussed by Councillors at the next Resources Committee.

R14/53 H&S AUDIT

Deferred to the next meeting.

R14/54 TO CONFIRM THE DATE OF FUTURE MEETINGS

- 24 June 2014 at 1.00 pm

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 8 September 2014