

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 20 May 2014 at 12.00 pm at Ketley Community Centre

PRESENT:

Councillor Rajash Mehta (Chairman)
Councillor Amrik Jhawar

Councillor David Elliott
Councillor Roy Picken

In Attendance: Alison Hinks, Parish Clerk.

R14/28 WELCOME

Cllr Mehta welcomed all Councillors to the meeting.

R14/29 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L Hodgkinson (training course).

R14/30 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R14/31 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 1 MAY 2014

The minutes of the Resources Committee held on 1 May 2014 were proposed as an accurate record by Cllr Elliot, seconded by Cllr Picken and unanimously approved by the Resources Committee.

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

R14/32 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

- Staffing Restructure – Cllr Mehta went through the proposed restructure and outlined the job tasks in the structure including how the Community Centre will be manned daily from 8.00 am – 9.00 pm and cover arrangements for weekends. Cllr Elliott said that there are elements of the new roles that the current staff would be unable to fulfill. Cllr Mehta said that the staff would be interviewed to ensure that they are able to undertake the role. Cllr Jhawar said that in the new structure staff would be in the Community Centre alone. This was particularly relevant to the Cleaner and asked what would happen if they had a health scare. Cllr Jhawar also said that the size of the building could also make the staff feel vulnerable. Cllr Mehta said that a risk assessment would be undertaken and a buddy system/3 call system would be implemented.

ACTION: The Clerk to speak to the HSE for advice on loan working.

Cllr Picken said that the new structure is based on the needs of the Parish Council and should be reviewed periodically to ensure that it is still fit for purpose.

ACTION: The proposed restructure to be taken to the next meeting of Ketley Parish Council for full endorsement by Councillors.

R14/33 H&S

- H&S Audit – Cllr Elliott suggested that two areas of the policy statement are amended to include: a named person for 'competent advice'. a time scale for 'regular assessments'.

ACTION: The Clerk to invite Sarah Mellor, H&S Consultant to a future meeting of the Resources Committee.

R14/34 WEA LEASE

The Clerk said that WEA staff are still trying to put together a case for an admin base to remain at Ketley Community Centre. Despite this, the Clerk still has to make plans for this vacant office space and suggested that the Centre Manager uses this space as her office space.

R14/35 DEFIBRILLATOR

Staff and some Councillors attended the Defibrillator training on 13 May 2014. The location of the equipment needs to be in the main reception area so that all centre users can find it. The following actions now need to take

place to ensure that the centre users are aware of the equipment:

- article to be put in the newsletter
- notices to be put in each room
- booking form to be updated
- to be included in the H&S Policy
- list of people trained to be displayed including information about different pads to be used for age groups.
- training record to be set up to include dates of training/expiry dates
- critical incident form to be designed for when the equipment is used
- weekly/annual testing to be included in the testing schedule

Cllr Mehta said that the Parish Council needs to implement a Near Miss Form

ACTION: The Clerk to present a Near Miss Form to the next Resources Committee.

Cllr Jhawar suggested the Clerk to look at the finer details of the public liability insurance to ensure that it cover first aider response and defibrillator use.

R14/36 ENVIRONMENTAL MAINTENANCE CONTRACT

The Clerk said that she was due to meet with the PET manager to discuss the finer details of the contract on 21 May 2014. Councillors asked that the following are included: ROW, cemetery, MUGA, litter, bus shelters, footpaths, community centre grounds.

ACTION: The Clerk to ask Parish Councillor for the areas they would like including in the PET contract.

R14/37 TO CONFIRM THE DATE OF FUTURE MEETINGS

- 24 June 2014 at 1.00 pm

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 24 June 2014