

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 21 October 2014 at 3.00 pm at Ketley Community Centre.

PRESENT:

Councillor Rajash Mehta (Chairman)
Councillor Laura Hodgkinson

Councillor David Elliott
Councillor Amrik Jhawar

In Attendance: Tony Crab, Ellis Whittam (item R14/63), Ann Linton, Centre Manager (item R14/????), Alison Hinks, Parish Clerk.

R14/62 WELCOME

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

R14/63 TONY CRAB, ELLIS WHITTAM, EMPLOYMENT LAW AND HR SPECIALISTS

Cllr Mehta welcomed Mr Crab to the meeting who explained that his organisation is Law, HR and H&S specialists who specialize in Parish and Town Councils. The Parish Council will have a named contact that is available any time of the working week, although a help line is available outside of office hours. A representative at meetings is an additional charge, along with legal expenses insurance. Their first jobs will be to review all policies and contracts in place to create an up to date staff handbook in line with the major changes to the Law. All documents and letters are drafted specific for the individual Parish Council. The Parish Council will need to sign into a 3/4/5 year deal costing up to £2000 per year. There is an avenue for customer complaints and a complaints procedure if needed.

ACTION: Mr Crab to forward contract details to the Clerk. The Clerk to investigate the possibility of a 2-year contract, which all need to be presented to the Full Council.

R14/64 APOLOGIES FOR ABSENCE

Apologies for the meeting were presented by Cllr R Picken (prior engagement), which were duly accepted by the Resources Committee.

R14/65 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R14/66 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON WEDNESDAY 24 SEPTEMBER 2014

RESOLUTION: Cllr Elliott proposed the minutes held on 24 September 2014 as an accurate record, which was seconded by Cllr Hodgkinson and unanimously approved by the Resources Committee.

R14/67 MEETING WITH KETLEY COMMUNITY CENTRE STAFF

Cllr Mehta expressed concern that when staff are called to a meeting they should attend other than if they have a medical appointment. Also TOIL is to be arranged in advance.

Cllr Mehta welcomed Ann Linton to the meeting who had been invited to share with the Resources Committee ideas on how to develop Ketley Community Centre:

- an evening and weekend course open day
- advertising in the Wellington News/Shropshire Star/Telford Journal
- flyers to be delivered throughout the Parish
- press release on the Community Centre
- lights to be switched off and doors to be closed
- get Floristry to run other courses

Cllr Mehta thanked Ms Linton for her contribution and said that the Parish Council is available to support her and Sue Ward who is currently off sick.

R14/68 APPROVAL OF REVISED TERMS OF REFERENCE FOR RESOURCES COMMITTEE

The Clerk went through the revised TOR for the Resources Committee questioning if the Vice Chairman of the Parish Council should be a member of the Resources Committee. The Clerk acknowledged that the Chairman and Vice Chairman are members of the Appeals Committee so should not be a member of the Resources Committee. This item should be removed from the TOR.

RESOLUTION: Cllr Hodgkinson proposed that the Terms of Reference are adopted, which was seconded by Cllr Jhawar and unanimously approved by the Resources Committee.

R14/69 H&S AUDIT

- H&S Policy Update – The Clerk acknowledged that the H&S Policy was distributed to the Resources Committee for information and any queries can be directed to the Clerk.
- Loan Working Policy – The Clerk said that changes to the proposed Policy can be forwarded to the Clerk.
- Legionella Risk Assessment – The Clerk update the Resources Committee, that this report has not yet been received.
- Fire Evacuation Plan – The Clerk went through proposed fire evacuation plan, which shows the fire assembly point for KCC on the KYC year. The plan will be displayed in each room and will also be presented to all course leaders. Cllr Mehta said that course leaders should sign to say that they understand the fire evacuation procedure for KCC.
- Accident & Near Miss Policy – The Clerk asked the Resources Committee to forward their comments on this Policy to the Clerk by 31 October 2014.
- Use of E-cigarettes in Ketley Community Centre – Cllr Hodgkinson said that Arriva has banned the use of e-cigarettes on their buses due to the lack of information on their long-term effects. TCAT have also banned the smoking on e-cigarettes in their building but have provided an e-cigarette smoking shelter. Resources Committee agreed that e-cigarettes should be banned in all Parish Council buildings.

ACTION: The Clerk to update paperwork to include no smoking including e-cigarettes.

R14/70 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

See separate confidential minutes.

R14/71 AGENDA ITEMS FOR NEXT MEETING

- Update from TCAT on the IT Contract and IT Upgrade

R14/72 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 25 November 2014 at 3.00 pm at Ketley Community Centre

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 25 November 2014