

# 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 24 June 2014 at 1.30 pm at Ketley Community Centre.**

**PRESENT:**

Councillor Rajash Mehta (Chairman)  
Councillor Amrik Jhawar

Councillor David Elliott  
Councillor Laura Hodgkinson

In Attendance: Alison Hinks, Parish Clerk.

**R14/38 WELCOME**

Cllr Mehta welcomed all Councillors to the meeting.

**R14/39 APOLOGIES FOR ABSENCE**

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

**R14/40 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**R14/41 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 20 MAY 2014**

The minutes of the Resources Committee held on 20 May 2014 were proposed as an accurate record by Cllr Elliot, seconded by Cllr Mehta and unanimously approved by the Resources Committee.

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

**R14/42 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

- Staffing Restructure – The Clerk went through the proposed letters to be sent to Community Centre Staff regarding the proposed restructure due to loss of income at the Ketley Community Centre. Community Centre staff would be invited to the next Resources Committee to put forward their suggestions on how the loss of income and needed savings could be made. The Resources Committee would meet on Tuesday 29 July 2014 at 2.00 pm on Ketley Community Centre to consider the suggestions put forward by Community Centre staff and put together a revised plan of action. The Clerk then went through the action plan and time schedule for the proposed restructuring, which would be amended accordingly.

Councillors discussed the possibility of future interviews for potential new roles/jobs. Cllr Mehta suggested that 2 Councillors from the Resources Committee and the Clerk make up the interview panel. Cllr Hodgkinson said that all Councillors on the Resources Committee should be involved. Cllr Mehta said that he did not want existing staff to feel overwhelmed by the process and would abstain from the interviews if the whole of the Resources Committee were involved. Cllr Elliot said that he would sit on the interview panel along with other members of the Resources Committee.

**RESOLUTION: Cllr Hodgkinson proposed that the Resources Committee make up the interview panel, which was seconded by Cllr Elliott and agreed by Cllr Jhawar. Cllr Mehta did not agree to this proposal and abstained from the process.**

**ACTION: The Clerk to get advice from SALC on the formal of an interview panel.**

**R14/43 H&S AUDIT**

- H&S Audit – Cllr Elliott suggested that staff and Centre Users should sign to say that they agree to the terms of the Community Centre Booking and H&S Policy of the Parish Council. Cllr Mehta said that staff should receive training on the new H&S Policy once in force.

The Clerk presented the proposed new Room Booking Form, which will be issued from September 2014.

**ACTION: Councillors to forward their comments and amendments to the Clerk asap.**

The Clerk presented the proposed Near Miss Form, which will be included in the H&S Policy.

**ACTION: Councillors to forward their comments and amendments to the Clerk asap.**

**R14/44 WEA LEASE**

WEA Area Manager for Shropshire has informed the Parish Council that WEA will no longer be leaving Ketley Community Centre in September 2014.

**ACTION: The Clerk to emailed WEA a revised copy of the lease agreement for signing by 1 September 2014.**

**R14/45 PARISH WEBSITE**

The Clerk presented the proposed format for the new Parish Website. Cllr Hodgkinson suggested that links to partner agencies are included on the front page. Cllr Elliot suggested that a clause is include to say that the Parish Council will take action is anything offensive is included on the Website. Councillors agreed that the Website should include a blog, Facebook, Twitter.

**R14/46 ENVIRONMENTAL MAINTENANCE CONTRACT**

The Clerk presented the start of the programme of work for the Environmental Maintenance Team. Cllr Jhawar asked the ROW between Wedgwood Crescent and Copper Beech Road is included. Cllr Hodgkinson asked that dog fowling signs are put up throughout the Sandbrook estate.

**ACTION: Councillors to forward their comments and amendments to the Clerk asap.**

**R14/47 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- 24 June 2014 at 1.00 pm

Signed: .....  
Chairman of Ketley Parish Council Resources Committee

Date: 15 July 2014