

# 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 Wednesday 24 September 2014 at 3.00 pm at Ketley Community Centre.**

**PRESENT:**

Councillor Rajash Mehta (Chairman)  
Councillor Roy Picken

Councillor David Elliott

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

**R1455 WELCOME**

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

**R14/56 APOLOGIES FOR ABSENCE**

Cllr L Hodgkinson and Cllr A Jhavar apologies were present to the meeting, which were duly accepted by the Resources Committee.

**R14/57 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**R14/58 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 24 JUNE 2014 AND 12 AUGUST 2014**

**RESOLUTION:** Cllr Elliott proposed the minutes from the meetings hold on 24 June 2014 and 12 August 2014 as an accurate record, which was seconded by Cllr Mehta and unanimously approved by the Resources Committee.

**R14/59 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

See separate confidential minutes.

**R14/60 H&S AUDIT**

- H&S Policy Update – The Clerk reported that she had emailed to all members of the Resources Committee an up to date copy of the H&S Policy for information.
- Loan Working Policy – The Clerk asked for Councillors comments on the new Loan Working Policy, which would be presented to a future meeting of Ketley Parish Council.
- Statutory Inspections – The Clerk said the statutory inspection list emailed to Councillors could be added to but form the basis of the H&S risk assessment for the Community Centre.
- Legionella Risk Assessment – The Clerk informed Councillors that a legionella inspection of all water outlets took place on 23 September 2013. The outcome report will be reported to a future meeting of the Resources Committee.
- Room Booking Form for Parties – The Clerk had emailed a copy of the new Function Booking form, which will be presented to a future meeting of Ketley Parish Council.

**R14/61 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Wednesday 15 October 2014 at 3.00 pm at Ketley Community Centre
- Tuesday 21 October 2014 at 3.00 pm at Ketley Community Centre

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

Date: 15 October 2014