

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 15 December 2015 at 5.30 pm at Ketley Community Centre.

PRESENT:

Councillor Sam Millward-Thomas
Councillor Amrik Jhawar

Councillor David Elliott

In Attendance: Alison Hinks, Parish Clerk.

R15/144 WELCOME

Cllr Elliott welcomed all Councillors to the meeting.

R15/145 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Cartwright (leave of absence), Cllr Hodgkinson (College commitment) and Cllr Mehta (work commitment).

R15/146 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R15/147 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 24 NOVEMBER 2015

RESOLUTION: Cllr Elliott proposed the minutes held on 24 November 2015 as an accurate record, which was seconded by Cllr Millward-Thomas and unanimously agreed by the Resources Committee.

R15/148 UPDATE ON KETLEY COMMUNITY CENTRE

Ann Linton has send her apologies to the meeting as she is on annul leave. Cllr Elliot said that in future Ms Linton should provide a written report for Councillors if she is on annual leave. Cllr Elliott asked the Clerk to remind Ann Linton to put the COSHH cupboard key in the key cupboard to ensure that the emergency services have access to the cupboard in the case of an emergency.

R15/149 HEALTH & SAFETY

- Ketley Paddock Mound – The Clerk reported that the H&S Consultant has met with member of Friends of Ketley Paddock Mound to go through H&S requirements for the site. This included an H&S Assessment, proposals for risk assessments, process for accident and near miss reporting and requirements for First Aider. The H&S Consultant is in the process of putting together a report on this which will be given to the Friends of Ketley Paddock Mound as guidance. The Clerk will also go through this with the H&S Consultant. Ketley Parish Council have paid for this work as part of the joint working arrangements for the site.

R15/150 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

- Staffing Update - To resolve: That by the Public Bodies (Admission to Meetings) Act 1960 (S1(2)) and in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

RESOLUTION: Cllr Elliott proposed that this item is discuss in private as it was to discuss staffing issues, which was seconded by Cllr Hodgkinson and unanimously approved by the Resources Committee.

The Clerk updated the Resources Committee on a recent grievance complaint received from the Centre Manager expressing concerns about her job.

The Clerk went through the proposals for the Community Centre staffing structure to ensure that all of the Centre Managers concerns raised at her return to work interview were taken into consideration. The Resources Committee agreed in principle to the changes but suggested that a small working group is arranged to look at the

finer detail of the changes. This working group will meet at 5.30 pm on Thursday 7 January 2015. The Clerk said will draft a business case along with staffing structure and outline job descriptions for this meeting.

ACTION: The Clerk to put together a Business Case which would be presented to the Full Parish Council meeting on 13 January 2016.

R15/151 AGENDA ITEMS FOR NEXT MEETING

R15/152 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 15 December 2015 at 5.30 pm at Ketley Community Centre

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 26 January 2016