

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 23 February 2016 at 5.30 pm at Ketley Community Centre.

PRESENT:

Councillor Dave Elliott (Chairman)
Councillor Amrik Jhawar

Councillor Laura Hodgkinson
Councillor Sam Millward-Thomas

In Attendance: Alison Hinks, Parish Clerk and Cllr Hilda Rhodes, Vice Chairman of the Parish Council.

R16/167 WELCOME

Cllr Elliott welcomed all Councillors to the meeting.

R16/168 APOLOGIES FOR ABSENCE

Apologies were accepted and received from Cllr Cartwright (family member ill) and Cllr Mehta (holiday).

R16/169 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R16/170 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 26 JANUARY 2016

RESOLUTION: Cllr Jhawar proposed the minutes held on 26 January 2016 as an accurate record, which was seconded by Cllr Millward-Thomas and unanimously agreed by the Resources Committee.

R16/171 UPDATE ON KETLEY COMMUNITY CENTRE

Ann Linton did not attend the meeting due to sick leave. The Clerk was again asked to forward the Centre Manager with the dates of all future meetings.

ACTION: The Clerk to email Ann Linton with dates of all future meetings.

R16/172 HEALTH & SAFETY

Health & Safety Policy – The Clerk circulated the Health & Safety Policy for comments by 2 March 2016 for final approval at the Full Council meeting on 9 March 2016.

ACTION: Resources Committee Councillors to forward comments on the H&S Safety to the Clerk by 2 March 2016.

ACTION: The Clerk to include the approved Health & Safety Policy on the agenda for the Full Council meeting on 9 March 2016.

R16/173 STAFFING UPDATE

- Stress Policy and Stress Questionnaire Returns – The Clerk reported that following advice from the HR Consultant, the Resources Committee must make arrangements to meet with staff members to go through their concerns on the returned Stress Questionnaire. Cllr Millward-Thomas and the Clerk will meet with each member of staff separately. This meeting is to be arranged following annual leave and sick leave.
ACTION: The Clerk to take advice from the HR Adviser on how to respond and the way forward.
- Notes from Return to Work Interview – The Clerk reported that the Centre Manager still has not returned her additions to the return to work interview undertaken on 27 October 2015 despite being chased on many occasions. Following the current episode of sickness Cllr Elliott and the Clerk will undertake a further return to work with Ann Linton and will again ask her for the approved notes from the 27 October 2016.
ACTION: The Clerk to again chase the Centre Manager for return to work notes from 27 October 2016.
- Staff Annual Leave – The Clerk went through the annual leave policy outlined in the Ketley Parish Council Staff Handbook. Councillors agreed that staff should be reminded that they can only carry forward 5 days annual leave to the next leave year and if they do not take their leave they will lose it.

R16/174 TRAINING AND DEVELOPMENT

- Ollie Training – The Clerk confirmed that all members of staff have now been told of the OLLIE training courses they need to undertake and the Centre Managers has been informed of the additional courses

relating to H&S and appraisal that she needs to undertake. Cllr Millward-Thomas said that a timescale of the end of March 2016 needs to be put on when the courses should be completed.

ACTION: The Clerk to write to all members of staff to inform them that all OLLIE training courses need to be completed by 31 March 2016.

R16/175 LICENCE AGREEMENT WITH SHROPSHIRE WILDLIFE TRUST

The Clerk went through the proposed SLA that has been agreed by SWT for the hire of the office space at KCC. SWT have requested that they pay quarterly in advance.

RESOLUTION: Cllr Hodgkinson proposed that the SLA is forward to SWT for signing, which was seconded by Cllr Elliott and unanimously agreed by the Resources Committee.

ACTION: The Clerk to inform the Centre Manager about the payment arrangements for SWT.

R16/176 ROOM BOOKING PROCESS FOR KETLEY COMMUNITY CENTRE

The Clerk went through the previously agreed room booking process for Ketley Community Centre, which was again endorsed by Councillors.

ACTION: The Clerk to meet with Ann Linton and Maggie Dyer to ensure that the same room booking system is used by all staff.

R16/177 SLA FOR KETLEY PADDOCK MOUND

The Clerk went through the SLA put together by T&W Council together with the changes to the SLA made by the Friends of Ketley Paddock Mound. The Clerk reminded Councillors that the SLA was a joint management agreement for the site giving all three organisations responsibilities for the maintenance of the area. Councillors agreed that the changes made by the Friends did not give them an equal status in the agreement and may make the Friends accountable to either T&W Council and/or the Parish Council. T&W Council had also said that the Friends needed to get their own insurance for the volunteers within the group. The Friends requested that the Parish Council insure them. Following discussions with the Parish Council's insurers, as the Parish Council do not own the land and have no responsibility for the Friends group, they are unable to insure the volunteer group.

ACTION: The Clerk to inform T&W Council and the Friend of Ketley Paddock Mound that they do not agree to the proposed changes to the responsibilities of the Friends in the SLA.

R16/178 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.

Due to the resignation of the Clerk, a copy of the Clerk's current job description and a copy of the advert previously used for this post were circulated to the Resources Committee. Councillors decided that a Temporary Clerk should be appointed in the interim so that the Resources Committee could further consider the role of the Clerk and the staff structure as a whole. Councillors agreed for the Clerk to circulate the temporary Clerks post to all Locum Clerk and Parish Clerks with a closing date of 5 March 2016. Interviews will take place on 8 March 2016 with a starting date of 21 March 2016.

ACTION: The Clerk to circulate the temporary Clerks position to Locum Clerk and Parish Clerks.

- Grievance Update - The Clerk circulated a copy of the final report for the grievance complaint received from the Centre Manager. The Centre Manager has until the 26 February 2016 to appeal to the Chairman of the Parish Council to against the outcome of the report. The Clerk left the meeting so that the Resources Committee could discuss the content of the report.

ACTION: The Clerk to include the Grievance Report on the agenda for the next Full Parish Council meeting on 9 March 2016.

R16/179 AGENDA ITEMS FOR NEXT MEETING

- Temporary Clerk interviews
- Permanent Clerk position

R16/180 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 8 March 2016 at 5.00 pm at Ketley Community Centre

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 23 February 2016