

# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



**Chairman:** Councillor Anil Saini  
**Clerk to the Council:** Alison Hinks  
Ketley Community Centre  
Holyhead Road  
Ketley  
Telford  
TF1 5AN  
01952 612035 or 07778 941042  
[parishclerk@ketleyparishcouncil.co.uk](mailto:parishclerk@ketleyparishcouncil.co.uk)  
[www.ketleyparishcouncil.co.uk](http://www.ketleyparishcouncil.co.uk)

## Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 24 November 2015 at 5.30 pm at Ketley Community Centre.

### PRESENT:

Councillor Sam Millward-Thomas  
Councillor Laura Hodgkinson

Councillor David Elliott  
Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

### R15/134 WELCOME

Cllr Elliott welcomed all Councillors to the meeting.

### R15/135 APOLOGIES FOR ABSENCE

Cllr Cartwright did not attend the meeting.

### R15/136 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

### R15/137 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 14 JULY 2015

**RESOLUTION:** Cllr Hodgkinson proposed the minutes held on 14 July 2015 as an accurate record, which was seconded by Cllr Jhawar and unanimously agreed by the Resources Committee.

### R15/138 UPDATE ON KETLEY COMMUNITY CENTRE

Ann Linton updated Councillors on room bookings at Ketley Community Centre. AL said that she had had to turn 2 people down for evening room bookings in 2016. AL said that the self-defence class are moving to a Thursday evening and at martial arts have moved to a Wednesday evening. Cllr Hodgkinson asked AL to look at the time gaps between classes as this is dead space with no income. AL said that in the past the handover between self-defence and martial arts was too tight. Cllr Jhawar suggested a 15 minutes handover. AL said that The Rock School want an extra night during the week in January 2016 but are unable to accommodate that they require the whole building.

AL said that room bookings are picking up. Cllr Elliott said that day time bookings need to increase. AL said that Monday evening Tai Chi would like a day time booking in the new-year. Cllr Jhawar said that room bookings in the evening are becoming popular. Cllr Elliott said that the Community Centre should be popular as it is on a main bus route. Cllr Jhawar asked about the popularity of evening parties. AL said that there was an evening party this weekend between 6.00 – 9.00 pm.

Cllr Elliott asked about the Ketley Chapel using the Community Centre each weekend. AL said that some of the congregation are still using the Chapel, although the majority of the congregation have moved to the Community Centre.

Cllr Jhawar said that AL should provide an update to each Resources Committee meeting.

### R15/139 HEALTH & SAFETY

- Garden of Rest Monthly Check – The Clerk presented to the Resources Committee a copy of the GOR monthly H&S checklist which will be undertaken by the Clerk at the beginning of each month.
- Ketley Community Centre Monthly Check - The Clerk presented to the Resources Committee a copy of the GOR monthly H&S checklist which will be undertaken by the Centre Manager at the beginning of each month.
- Ketley Youth Centre Monthly Check - The Clerk presented to the Resources Committee a copy of the GOR monthly H&S checklist which will be undertaken by the Centre Manager at the beginning of each month.
- Legionella Testing at Ketley Community Centre – The Clerk reported that the Centre Manager will have to include a monthly legionella test on the water stored in the hot water heaters. An external company will have

to undertake a six monthly check on the hot/cold water values and the quote received is £650 per annum, which will be approved at Finance Committee on 26 November 2015.

- H&S Annual Inspection – The Clerk presented the 2015 Annual H&S Inspection undertaken by the H&S Officer. Cllr Jhawar asked if all fire extinguishers have been tested. Cllr Elliott said that the Centre Manager needs to identify an area to store equipment that has not been PAT tested. Cllr Elliott asked for a copy of the COHSS cupboard key to be put in the key cupboard for safety reasons. Cllr Hodgkinson said that the Parish Council would need to buy HSE approved high visual vests.

**R15/140 REVISED STANDING ORDERS**

The Clerk went through the recommended NALC Standing Orders that were introduced in April 2015, which need to be adopted by the Parish Council. Cllr Jhawar said that the Parish Council need to be careful in the future about sticking to 15 minutes public session and not allowing the public to speak in any other part of the meeting. Cllr Mehta said that the Parish Council need to transparent when discussing items in meetings. Cllr Hodgkinson said that Parish Council need to ensure that the Standing Order are followed.

**R15/141 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 letter received from Centre Manager expressing concerns about her job. In conclusion the Resources Committee agreed to write the Centre Manager to say that the issue was being looked into and agreed that an independent review should take place to look into the concerns raised in the letter.

**R15/142 AGENDA ITEMS FOR NEXT MEETING**

**R15/143 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: 15 December 2015