

KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini
Interim Clerk to the Council:
Andrew Roberts
Ketley Community Centre
Holyhead Road
Ketley
Telford
TF1 5AN
01952 612035 or 07778 941042
parishclerk@ketleyparishcouncil.co.uk
www.ketleyparishcouncil.co.uk

Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 26 April 2016 at 5.30 pm at Ketley Community Centre.

PRESENT:

Councillor Dave Elliott (Chairman)
Councillor Amrik Jhawar
Councillor Mandy Cartwright

Councillor Rajash Mehta
Councillor Sam Millward-Thomas

In Attendance: Andrew Roberts, Interim Parish Clerk.

R16/181 WELCOME

Cllr Elliott welcomed all Councillors to the meeting.

R16/182 APOLOGIES FOR ABSENCE

Apologies were accepted and received from Cllr Hodgkinson (other commitment).

R16/183 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R16/184 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 23 FEBRUARY 2016

RESOLUTION: Cllr Millward-Thomas proposed the minutes held on 23 February 2016 as an accurate record, which was seconded by Cllr Jhawar and unanimously agreed by the Resources Committee.

R16/185 UPDATE ON KETLEY COMMUNITY CENTRE

Ann Linton provided an oral report on current activities of the Community Centre together with an update on current room bookings. Following the Staff meeting that had been held on the previous Friday, it had been noted that the details of the Room Hire charges were incorrect. The Clerk confirmed that he would update the website accordingly. There was a further discussion in connection with the Community Centre being opened during the usual Christmas Break. It was accepted that this may impact on the appropriate staff resources being available. It was agreed that this would be discussed in the future.

R16/185 HEALTH & SAFETY

Health & Safety Policy – It was noted that there was nothing to discuss in connection with Health & Safety following the approval of the Policy that had been held on the 9 March 2016.

R16/186 STAFFING UPDATE

- Staff Annual Leave – There was discussion on the current 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 did not take their leave they would lose it. There was a discussion on the levels of TOIL being carried forward, although members were mindful of the interim position of the Interim Clerk and that regard would need to be given to maintaining staff cover during this period.

R16/187 TRAINING AND DEVELOPMENT

- Ollie Training – The Interim Clerk confirmed that all members of staff were now undertaking training via the OLLIE training courses provided by Telford & Wrekin Council. Following a discussion it was agreed that a demonstration of the OLLIE courses would be provided to the next meeting of the Resources Committee.
ACTION: The Interim Clerk to arrange for a demonstration of the OLLIE Training System at the next Resources Committee meeting.

R16/188 LICENCE AGREEMENT WITH SHROPSHIRE WILDLIFE TRUST

The Interim Clerk confirmed that the SWT had commenced the licence of the hire of the office space at KCC. It was requested that the Interim Clerk should confirm the payment arrangements.

R16/189 ROOM BOOKING PROCESS FOR KETLEY COMMUNITY CENTRE

Members noted that the new room booking system had been fully implemented. It was agreed that the rooms should be booked in complete hourly time slots. Following a discussion it was agreed that a review of the system would be undertaken in June 2016.

R16/190 SLA FOR KETLEY PADDOCK MOUND

The Interim Clerk confirmed that the recently agreed meeting on the 3 May 2016 had been cancelled. The Interim Clerk was in the process of re-arranging for a new date.

R16/191 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.

Parish Clerk Appointment – the Committee agreed the proposed advert together with the Job specification and Job Description. It was agreed to proceed with the publication of the advert in the Shropshire Star, the Parish Council website and the SALC website. The Interim Clerk reported that due to the tight publication deadline of the Shropshire Star it would be likely for the advert to be published during the first week of May. The closing date for the receipt of applications was noted as the 20 May with interviews being undertaken in the week commencing 23 May 2016.

R16/192 AGENDA ITEMS FOR NEXT MEETING

- Demonstration of OLLIE Training System.
- Permanent Clerk position

R16/193 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 24 May 2016 at 5.00 pm at Ketley Community Centre

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 24 May 2016