

# 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 30 June 2015 at 11.00 am at Ketley Community Centre.**

**PRESENT:**

Councillor Mandy Cartwright  
Councillor Laura Hodgkinson (arrive late)

Councillor David Elliott  
Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

**R15/118 WELCOME**

Cllr Elliott welcomed all Councillors to the meeting.

**R15/119 APOLOGIES FOR ABSENCE**

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

**R15/120 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**R15/121 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 2 JUNE 2015**

**RESOLUTION:** Cllr Jhawar proposed the minutes held on 2 June 2015 as an accurate record, which was seconded by Cllr Cartwright and unanimously agreed by the Resources Committee.

**ACTION:** Cllr Elliott asked the Clerk to chase the Centre staff for signed copies of the Staff Handbook confirmation letter and signed copies of contracts of employment.

**R15/122 HEALTH & SAFETY**

- Policy Update – The Clerk asked Councillors to go through the H&S Policy to highlight any areas that need clarifying.
- Garden of Rest Policy – The Clerk went through the GOR Policy which is included in the Parish Council's H&S Policy, highlighting the need for 5 yearly topple testing by an appropriately trained person. This will have a financial implication on the Parish Council, particularly if the family are no longer responsible for the grave. This should be done over the next 3 years with the older part of the GOR being looked at first.

The Resources Committee then went through the term and conditions of the GOR to ensure that this is still relevant. Amendments were made to not display personal items on the wall for memorials. It was acknowledged that the Parish Council could not ask relatives to remove wind chimes and personal mementos from graves as this had not been monitored for some time.

**ACTION:** The Clerk to include the reviewed terms and conditions of the GOR on the agenda for the next Full Council Meeting on 8 July 2015.

**R15/123 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 a contract with a third party , which was seconded by Cllr Cartwright and unanimously approved by the Resources Committee.

In conclusion the Resources Committee agreed that the Clerk would move forward with updating the room booking system for Ketley Community Centre.

**R15/124 AGENDA ITEMS FOR NEXT MEETING**

Staffing Structure

**R15/125 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Tuesday 14 July 2015 at 11.00 am at Ketley Community Centre

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

Date: 14 July 2015