

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Amrik Jhawar

Clerk to the Council: Phil Griffiths
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MINUTES of the Meeting of Ketley Parish Council held on Wednesday 13 September 2017 at Ketley Community Centre at 7 pm.

PRESENT:

Councillor Mandy Cartwright
Councillor Rajash Mehta
Councillor Joy Francis
Councillor Hilda Rhodes
Councillor Sam Millward-Thomas

Councillor Maggie Evans
Councillor Amrik Jhawar (Chairman)
Councillor Laura Hodgkinson
Councillor Andy Morris

Clerk: Phil Griffiths

16/6755 WELCOME

17/6756 PUBLIC SESSION

Mr. Michael Wilkinson.

Mr. Wilkinson reported that he had spoken with Andrew Careless, Rights of Way officer at Telford & Wrekin council. He had now been assured that the work would commence in the next weeks. . Councillor Rhodes had also been in contact with Andrew Careless via the Clerk and he had confirmed that the contractor would be contacting the Parish council in the following week to agree the works.

Mr. Wilkinson also stated that he had been in contact with the Borough council regarding work on footpaths which was currently taking place along Holyhead Road.

17/6757 POLICE MATTERS

Nothing to report as no Police representatives were in attendance. Councillors asked the Clerk to contact the Ketley & Oakengates Safer Neighbourhoods Team to express the Council's disappointment that there had been no attendance for some time.

15/6758 RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

Councillor Anil Saini (Away), Councillor David Elliott (Away).

17/6759 DISCLOSURE OF PECUNIARY INTERESTS

Nothing to report.

17/6760 TO APPROVE THE MINUTES OF THE 12 JULY COUNCIL MEETING

RESOLUTION: The minutes of the Council meeting held on 12 July 2017 were proposed as an accurate record by Councillor Millward-Thomas, seconded by Councillor Cartwright and unanimously agreed by the Parish Council.

17/6761 CLERK'S REPORT

The Clerk presented the following report

Community Centre

1. **Room Bookings** – Bookings have increased since new staff were appointed in May. We are currently on target to increase room hire income by 40% for this year to £29k. Music Bugz and Creation Station have recently taken regular room bookings with us.
2. Leegomery Computers and Clarity Copiers have provided quotations for **IT support**. We are looking to reduce these costs by 50% from the current service. Currently seeking additional quotations and will arrange a further presentation on this matter
3. **Invoicing/receipting** procedures have been updated and payments are being chased up as soon as they are due. Room hire customers for parties are required to pay in full in advance of bookings and lodge a £25 damage deposit with us. All payers currently up to date. Booking form being improved and adapted to allow completion by customers electronically. Triplicate receipt books being used to ensure paper trail tracks cash payments put in safe. Spreadsheet set up to reconcile monies received against invoiced charges. Encouraging payment direct in to bank to reduce cash handling. New customers on monthly invoicing payable in advance. Considering use of a safe with a slot to allow payments to be placed directly in to safe by staff receiving payments.
4. All room bookings information now transferred to **electronic diary** which can be accessed by all staff. Aiming to link this to website to allow people to see at a glance when rooms are free
5. Review of **room hire charges** this year is vital. Rates for weekend parties should be more appropriate as well as reviewing why charges for Hall are same as other rooms. Possibly a minimum charge for any booking to cover staff costs and where set up time required then this should be charged. Finance Committee will consider review later this year. Points to consider include – minimum charge, inclusion of staff set up time in charges, rate for concessions/non profit making groups, weekend and party rates
6. **Website** updated and work continuing – **Facebook and Twitter** linked to website – bookings are being generated from marketing centre using social media.
7. Centre cleaning has improved markedly and environment is fresher and cleaner – Hall floor stripped and resealed in August and polished as not done for some time.
8. Facilities officer has carried out repairs and **maintenance** internally and externally. Proposal for removable panels to be installed between Art Room and Hall has been considered by Finance Committee – this would allow both rooms to be booked out at same time without noise problem occurring. A blind has been fitted to IT room door so that IT suite equipment cannot be seen when room not in use. Windows cleaned in August. PAT testing completed in August, improvements made to emergency lighting. Car park resurfacing completed to areas showing significant wear and tear. Fire inspection completed by Fire Service – we do not need to have the door at end of building by IT room as a fire exit as we have one off Hall.
9. **Car Boot sale** at Community centre begins monthly in September on Saturday afternoons 1pm – 5 pm. charging £5 per vehicle – no traders.
10. **Resources Committee** looking at a number of initiatives. Possible open day to re-launch centre and encourage new customers and consideration of holding a Fun Day for 2018. Also want to trial a new look newsletter in December, possibly including paid for advertising/sponsorship. Keen on securing a long term training and development budget for staff and councilors. Also believe that a short session with staff and councilors to ‘brain storm’ ideas for initiatives and improvements would be helpful.
11. Centre staff will use own **mobile phones** during working hours – this means we can cancel mobile phone contract with Vodafone – **saving** £400 per year. Current contract for sanitary provision/air fresheners for toilets is not viable and is also being cancelled. Saving on this will be in the region of £800 per year. Current supplier for fire alarm and emergency light testing, Churches Fire, are expensive and other suppliers being sought. The current contract for photocopier seems uneconomic but the Parish are tied in for a further 3 years unless a penalty payment is made. Clerk currently analysing costs to identify best way forward. The Parish are currently paying a maintenance fee on the large laminator in the IT room to Clarity Copiers. This machine is as far as we know, used very rarely.

Parish Environmental Team

12. Telford & Wrekin have acknowledged the question of what the Parish will be given in terms of finance or works for the cost of the unfilled PET apprentice post and have agreed there is £11.6k that can be spent on public realm works. Councillors to approve suitable projects for this expenditure

Garden of Rest

13. Garden of Rest no significant problems arising. Gates remaining unlocked

Street Lighting

14. No issues currently outstanding.

Roads and Footpaths

15. Telford & Wrekin attending council meetings quarterly to provide updates on roads/footpaths – we have been advised that our contact officer will change for this and are awaiting this information. Next due in October

16. Work on improvements to Red Lees footpath commences on 18 September

Rights of Way

No issues to report

Open Spaces

Nothing to report

Communication

17. Parish Newsletter – The Parish Council newsletter was distributed in late August and has been well received. The December newsletter will look different and hopefully contain advertisements from local traders. Can Councillors please forward to the Clerk items that they would like to include in the newsletter by end of November?

Council Meetings/Business

18 Youth Provision in Ketley – Councillor Millward-Thomas currently working with school and partners to provide further youth activities – to be invited to provide verbal update as required.

Councillor Millward-Thomas gave a brief verbal report

19 Room Hire charges due for review by Finance Committee in next few months

20 Ellis Whittam contract for legal advice is of questionable value as only telephone support available. But until ongoing staff related matters are completed the Parish will stay with this contract in order to benefit from legal representation.

21 The council has now withdrawn from Shropshire County Pension Fund. An actuary will now assess contributions – there may be a final cost to the council but at this stage we have no details. Staff will be offered NEST pension scheme in future.

22 Working with other Parishes to identify improved banking arrangements – particularly accounts that will work properly with the finance software used to process receipts and payments.

23 Annual accounts return has been signed off by external auditors. The national contract for Parish council audits has now moved to a new company from 2018.

24 Second precept payment due to be received at end of September

25 VAT reclaims now up to date and this is reflected in budgets presented to Finance

Staffing

26. Staff team now in post and working hard as a team to improve the Centre, market the Centre and bring in additional revenue from new bookings. Staff are on 6 month probationary period which ends mid - November. Clerk is happy with performance and dedication of staff.

27 CILCA training for Parish Clerk would be beneficial to Parish council and to Clerk

28 Training on burials procedures would be advisable for Clerk and Assistant Clerk

TACT Licence

29 Due to sign new licence for this year. Clerk has analysed costs and found that due to high energy useage the Parish council is not breaking even on rental costs. Currently negotiating with TACT to

make them responsible for energy costs, waste disposal and sanitary disposal which would save £2k per year. Some work on the Youth Centre building is needed – particularly building inspections which were not done by previous staff. One area of concern is that the boiler in the building is over 20 years old and it may be sensible to put money aside for replacement.

RESOLVED

Newsletter – Trial new look newsletter in December with different logo and review response from Parish residents

Staffing – Councillor noted that increasing bookings would place pressure on exiting staff structure, Resources Committee to monitor staff resources to ensure that the Centre can be operated efficiently

17/6762 FINANCE COMMITTEE

The Minutes of the meeting of the Finance Committee held on 27 July 2017 were received for noting. The Clerk presented the minutes and May Bank reconciliation and Orders for Payment for information.

The Clerk reported that as at 10 July 2017 the Parish council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£58,700.61</u>
Total	<u>£99,859.96</u>

There were currently £5,463.23 worth of unrepresented cheques, leaving a balance of £94,396.73

17/6763 RESOURCES COMMITTEE

The minutes of the meeting held on 13 July 2017 were received for noting.

17/6764 KETLEY PADDOCK MOUND

Councillor Maggie Evans gave a brief report. The quarterly meeting between Friends of Paddock Mound, Telford & Wrekin Council and Parish Council was due to take place on 2 October. Friends of Paddock Mound had asked for an up to date budget statement for this meeting.

17/6765 CORRESPONDENCE

Telford & Wrekin council had requested a representative attend a photo call celebrating 5 years operations of Parish Environmental Teams. Councillor Jhawar would be attending for the Parish Council. Telford & Wrekin Council had also been in contact regarding the 50th anniversary of Telford. Grants were available for groups undertaking events to celebrate the town's 50th birthday.

17/6766 AGENDA ITEMS FOR NEXT MEETING

Ketley Parish signage.
Christmas Voucher Day
Christmas Theme 2017

17/6767 TO CONFIRM THE DATES OF FUTURE MEETING

The next meeting of Ketley Parish Council was confirmed for Wednesday 11 October 2017 at 7.00 pm at Ketley Community Centre

Members of the public left the meeting before discussion of the next item of business.

17/6768 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

The Clerk updated councillors on staffing matters and there was a general discussion on matters relating to the recent staff restructure.

Councillors Rhodes and Councillor Mehta left the room during discussion of the next agenda item

17/6769 PLANNING

New Applications -

Application or enforcement Number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0675	N/A Freyssinet Ltd, Waterloo Road, Ketley, Telford, Shropshire, TF1 5BA	Erection of a steel framed storage unit	24/08/2017	14/09/2017
TWC/2017/0669	N/A Orchard Grove, 28 Quarry Lane, Red Lake, Telford, Shropshire, TF1 5EE	Erection of a single bay garage (Amendment to planning permission W2007/0759 - previously approved double garage)	23/08/2017	13/09/2017
TWC/2017/0668	N/A Orchard Grove, 28 Quarry Lane, Red Lake, Telford, Shropshire, TF1 5EE	Removal of condition 5 of planning permission W2002/0202 to allow the double garage to be used as living accommodation	23/08/2017	13/09/2017
TWC/2017/0621	N/A Woodlands Workshop, Wrens Nest Lane, Ketley, Shropshire, TF1 5HL	Change of use of haulage yard and commercial garage to haulage yard and commercial garage, builders yard and storage of plant/machinery and temporary siting of caravan (Retrospective) *** Amended description ***	03/08/2017	24/08/2017

Approved –

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0559	N/A	Units 18-19, Ketley Business Park, Ketley, Telford, Shropshire, TF1 5JD	Continuation of leisure use (use class D2)	06/07/2017	27/07/2017
TWC/2017/0153	N/A	Site of The Wrens Nest, Wrens Nest Lane, Ketley, Telford,	Outline planning for Demolition of public house and erection of 9no.	24/02/2017	17/03/2017

Shropshire

dwellings with garages and
 parking

Refused – None

On-going:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2017/0471	N/A	24 Morgan Way, Ketley, Telford, Shropshire, TF1 5FB	Erection of a first floor extension above garage with associated external stair access	12/06/2017	03/07/2017

The meeting ended at 8.22 pm

Signed:..... Date: 11 October 2017