

# KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



**Chairman: Councillor Amrik Jhawar**  
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**Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Thursday 13 July 2017 at 7.00 pm at Ketley Community Centre.**

## **PRESENT:**

Councillor Laura Hodgkinson  
Councillor Dave Elliott (Chairman)  
Councillor Mandy Cartwright

Councillor Sam Millward-Thomas

In Attendance: Phil Griffiths, Parish Clerk

## **R17/331 WELCOME**

The Chairman welcomed all members to the meeting.

## **R17/332 APOLOGIES FOR ABSENCE**

Cllr Rajash Mehta (Work Commitment)

## **R17/333 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

## **R17/334 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 23 MAY 2017**

**RESOLUTION:** The minutes of the meeting held on 23 May were proposed by Councillor Millward-Thomas and seconded by Councillor Cartwright as an accurate record, and unanimously agreed by the Resources Committee.

## **R17/335 UPDATE ON KETLEY COMMUNITY CENTRE**

The Clerk reported that invoicing and receipts of room hire payments were up to date. New bookings were being taken and payment was now required by the Parish council in advance from customers hiring rooms. In the case of parties customers were required to pay in full one week before their booking. Customers were required to lodge a refundable £25 damage deposit as part of their payment which would be refunded after the booking and accompanied by a receipt. Councillors agreed that staff should photograph any damage should it occur in order to demonstrate clearly why any deposits were not being returned. There had been a significant increase in new bookings following the work done by the Assistant Parish Clerk in marketing the venue. Bookings were now held electronically in a shared calendar which could be accessed by all staff.

Councillors believed that consideration should be given to holding an 'open day' to re-launch the Centre and encourage future bookings. The Assistant Parish Clerk would contact local traders to explore the possibility of providing paid advertising space in the Council newsletter. Regarding the Newsletter, councillors believed that the Christmas newsletter could be used to trial a new more modern look for the newsletter and could include advertising and/or sponsorship from local businesses. Councillor also agreed that future agendas should include an item for Marketing/New Bookings. Councillors also wanted to consider a 'Fun Day' for Parish residents in 2018.

Councillors asked that the Clerk look at options for unisex toilets and baby changing facilities within the Centre in order to improve facilities for customers. Solar panels could also be considered for the building if they were financially viable. Work was being undertaken to strip and seal the Hall floor, this had not been done for some time.

Councillors agreed that a suitable Training & Development budget was required for staff and councillor training. They agreed to make a recommendation to Finance Committee that a suitable budget be identified and set aside for training. Following the recent restructure, staff had incurred a significant number of additional hours. Councillors agreed that the Clerk provide the information to Finance Committee with a view to seeking approval for payment of 50% of hours and granting of 50% of hours as toil.

The next meeting would also be used to conduct a review of the first part of the year at the Centre following the introduction of the new staff structure. Councillors asked that the Assistant Parish Clerk and Facilities Management Officer attend future meetings and that the Cleaner/Keyholder be asked to provide any feedback/suggestions for discussion. If possible Resources Committee and Centre staff would meet for a half day to discuss ideas for improvement and to formulate a plan for the year ahead

#### **R17/336 HEALTH & SAFETY**

PAT testing was now completed for the Centre.

#### **R17/337 STAFFING UPDATE**

New Centre staff were all settling in well and noticeable improvements had been made to the look and feel of the Centre. Staff were on a 6 month probationary period and had signed employment contracts. Weekly team meetings were being held involving all staff and were proving valuable.

#### **R17/338 TRAINING AND DEVELOPMENT**

**RESOLVED - Councillors agreed to recommend to Finance Committee that they identify a suitable long-term budget for staff and councillor training and development.**

#### **R17/339 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

The Clerk updated councillors on work conducted as part of the Internal Audit. Following further discussion councillors agreed that as a result of this work an investigation meeting would now need to take place with a current member of the Centre staff in order to clarify a number of questions regarding invoicing and receipting processes.

#### **R17/340 AGENDA ITEMS FOR NEXT MEETING**

Marketing/Bookings agenda item  
Open Day  
Training & Development budget  
Attendance from Assistant Parish Clerk and Facilities Management Officer  
Fun Day ideas/proposals  
Newsletter

#### **R17/341 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Tuesday 26 September at 6.00 pm at Ketley Community Centre

The meeting ended at 7.42 pm.

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

Date: 26 September 2017