



18 October 2017

Dear Councillor

You are hereby summoned to attend the meeting of **Ketley Parish Council Resources Committee** which will take place on **Tuesday 24 October at 6.30 pm** at **Ketley Community Centre, Ketley**

Yours sincerely

*Phil Griffiths*

Phil Griffiths  
Clerk to Ketley Parish Council

## **AGENDA**

- 1. WELCOME**
- 2. TO RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL**
- 3. DISCLOSURE OF PECUNIARY INTERESTS**
- 4. APPROVAL OF MINUTES OF RESOURCES COMMITTEE HELD ON TUESDAY 26 SEPTEMBER** – attached
- 5. UPDATE ON KETLEY COMMUNITY CENTRE BUILDING**  
Facilities Officer to provide update on works/maintenance undertaken at the Centre
- 6. MARKETING/BOOKINGS**  
Assistant Parish Clerk to update councillors on marketing activities and room bookings
- 7. NEWSLETTER**  
To agree the look of the trial newsletter scheduled for publication in December 2017
- 8. FUTURE EVENTS/PROJECTS**  
To discuss options for future events and projects
- 9. HEALTH & SAFETY UPDATE**  
Facilities Officer to provide Health & Safety update on Centre
- 10. STAFFING UPDATE**  
The Clerk to provide an update on staffing matters
- 11. TRAINING & DEVELOPMENT**  
To identify training/skills requirements for Centre staff
- 12. AGENDA ITEMS FOR NEXT MEETING**
- 13. DATE OF NEXT MEETINGS**  
Tuesday 28 November at 6.30 pm at Ketley Community Centre