

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 Tuesday 26 September 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

R17/342 WELCOME

The Chairman welcomed all members to the meeting.

R17/343 ELECTION OF VICE-CHAIRMAN

Following the recent resignation of Councillor Mehta the Committee were required to elect a new Vice-Chairman. Councillor Millward-Thomas was proposed and seconded and councillors unanimously elected Councillor Millward-Thomas as Vice-Chairman.

RESOLVED- that Councillor Millward-Thomas be elected as Vice-Chairman Resources Committee

R17/344 APOLOGIES FOR ABSENCE

None

R17/345 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R17/346 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 13 JULY 2017

RESOLUTION: The minutes of the meeting held on 13 July were proposed by Councillor Millward-Thomas and seconded by Councillor Cartwright as an accurate record, and unanimously agreed by the Resources Committee.

R17/347 HALF YEAR REVIEW & STAFFING STRUCTURE

Room hire income was up by 40% on the same period in the previous year. Weekend bookings had seen a significant increase and revenue from weekend bookings had seen a large increase

The Clerk presented an update report for councillors. He reported that the current Cleaner/Keyholder post had not worked out successfully and that the Council had decided not to extend the probationary period for this post. The Clerk presented a revised staffing structure for consideration with this post deleted and the Facilities Officer post be split into two 20 hour posts with a full time Assistant Parish Clerk post. The Assistant Parish Clerk had made some major improvements to the website and booking procedures and generated significant additional income by marketing the Centre. Councillors noted that the current postholder had done an excellent job and were keen to ensure that the appraisal process included incremental pay increases based on performance targets. In order to continue to

support additional bookings and maintain improvements the Clerk told councillors that this post should be full time (37 hours) with two Facilities Officers working 20 hours each covering cleaning and morning/evening/weekend keyholding. The current Facilities Officer was currently off on sick leave but had done an excellent job in improving the Centre. Subject to his availability to return to work, councillors supported the proposal to create two 20 hour posts for this role. In the short term a temporary cleaner would be brought in to cover Centre cleaning and some keyholding. There would be an additional cost of £3.4k but this would be offset by increased income from additional room bookings that were coming in.

RESOLUTION:

- a) **That the Cleaner/Keyholder post be deleted and probationary period terminated**
- b) **That the Assistant Parish Clerk post be made full time (37 hours)**
- c) **That, subject to the return to work of the current Facilities Officer, two 20 hour posts be created to cover maintenance, cleaning and keyholding**
- d) **That the above proposals be recommended for approval to Full Council**

R17/348 UPDATE ON KETLEY COMMUNITY CENTRE

The Clerk reported that invoicing and receipts of room hire payments were up to date. There had been a significant increase in new bookings following the work done by the Assistant Parish Clerk in marketing the venue.

The Facilities Officer was currently off sick and unable to attend the meeting. The Assistant Parish Clerk gave an update on room bookings at the Centre.

The Clerk updated councillors on the situation with the rental licence for TACT for the former Community Centre. The Clerk presented information on a revised licence agreement whereby rental was reduced by £1k per annum to £6.6k and TACT assumed responsibility for payment of electricity and gas at the building. This would generate a saving to the Council of £2.5k based on previous years spending. These proposals would be considered for approval by Finance Committee on 28 September. Councillors supported the revised Licence agreement, noting that it was vital the Council review costs annually and that the licence of the building should reflect actual costs. Councillors noted that the lifespan of the existing boiler and heating system for the building was coming to an end and that it was important money was set aside for replacement costs.

Councillors discussed proposals for the use of the current IT suite, noting that in order to let the room out as an IT training room improvements to access and toilet/kitchen facilities would be required. The room was currently only used for a half day each week and did not generate any income. The Committee recommended that Finance Committee look at options and costs for the future use of the IT room and associated costs of improvements to make the room attractive for hirers.

RESOLUTION: - that Finance Committee look at proposals for future use of the IT suite, including consideration of costs for improvements and for estimated income

R17/349 MARKETING/BOOKINGS

Bookings were up 40% on the previous year and revenues had increased accordingly.

R17/350 NEWSLETTER

Councillors were supportive of the revised layout in the August newsletter and had received a number of positive comments from residents. The December newsletter would trial a radical new look for the newsletter, including different logo, branding and layout and councillors would review the effect of these changes in the new year.

R17/351 FUTURE EVENTS/PROJECTS

Councillors were keen to move forward with proposals to provide Ketley Parish signs around the Parish area in order to capture the identity of Ketley Parish. They felt that it might be possible to obtain sponsorship from some local businesses for purchase and erection of signs

R17/352 HEALTH & SAFETY

PAT testing was now completed for the Centre.

R17/353 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.

R17/354 TRAINING AND DEVELOPMENT

The Clerk and Assistant Clerk required training on Cemetery Management and Cemetery administration procedures.

R17/355 AGENDA ITEMS FOR NEXT MEETING

No additional items

R17/356 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 24 October at 6.00 pm at Ketley Community Centre

The meeting ended at 7.40 pm.

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 24 October 2017