



17 November 2017

Dear Councillor

You are hereby summoned to attend the meeting of **Ketley Parish Council Resources Committee** which will take place on **Tuesday 21 November 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 24 OCTOBER – 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 receive an update on progress of December newsletter
- 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. CHRISTMAS EVENTS UPDATE**  
The Clerk and Councillors to provide an update on Christmas events.
- 11. TRAINING & DEVELOPMENT**  
To identify training/skills requirements for Centre staff
- 12. AGENDA ITEMS FOR NEXT MEETING**
- 13. DATE OF NEXT MEETINGS**  
Tuesday 23 January at 6.30 pm at Ketley Community Centre
- 14. Notification of Private Session under Schedule 12a, Local Government Act 1972, the following items are likely to disclose exempt information in relation to establishment and contractual matters and that pursuant to provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

## **REVISED CENTRE STAFFING ARRANGEMENTS AND UPDATE ON RECRUITMENT**

The Clerk to present proposals for approval by councillors for revised staffing arrangements.

Final proposals to be ratified by Finance Committee and Full Council.

The Clerk to provide an update on applications received as part of the recruitment for a Parish Clerk.