



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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17 January 2018

Dear Councillor

You are summoned to attend the meeting of **Ketley Parish Council Resources Committee** which will take place on **Tuesday 30 January 2018 at Ketley Community Centre commencing at 7:00pm** (or immediately after Events Committee)

Yours sincerely

*EQ Atwell*

**Emma Atwell**  
Acting 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 21 NOVEMBER** – attached
5. **UPDATE ON KETLEY COMMUNITY CENTRE BUILDING**  
Facilities Officer to provide update on works/maintenance undertaken at the Centre and any issues of Health & Safety
6. **GARDEN OF REST ELECTRICITY CONTRACT RENEWAL**  
To consider renewal of the contract with **npower** - attached
7. **MARKETING/BOOKINGS**  
Acting Parish Clerk to present a report to councillors providing an update on marketing activities and room bookings - attached
8. **APPOINTMENT OF DATA PROTECTION OFFICER**  
To receive a report on the appointment of an independent Data Protection Officer - attached

**9. EMPLOYMENT LAW & HR SERVICE RENEWAL PROPOSAL**

To consider renewal of the contract with Ellis Whittam - attached

**10. TRAINING & DEVELOPMENT**

To identify training/skills requirements for Council staff

**11. COUNCIL MEETING DATES REVIEW**

To consider a proposal of alternative dates for future meetings

**12. AGENDA ITEMS FOR NEXT MEETING**

**13. DATE OF NEXT MEETING**

To be confirmed

**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.**

**COUNCIL AND CENTRE STAFFING UPDATES**