

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 21 November 2017 at 6.30 pm at Ketley Community Centre.

PRESENT:

Councillor Laura Hodgkinson
Councillor Dave Elliott (Chairman)
Councillor Andrew Morris

Councillor Sam Millward-Thomas
Councillor Amrik Jhawar

In Attendance: Phil Griffiths, Parish Clerk, Glen Rigby (Facilities Officer), Emma Atwell (Assistant Clerk), Councillor Maggie Evans (Chairman Finance Committee)

R17/370 WELCOME

The Chairman welcomed all members to the meeting.

R17/371 APOLOGIES FOR ABSENCE

Councillor Mandy Cartwright (Personal commitment)

R17/372 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R17/373 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 24 OCTOBER 2017

RESOLUTION: The minutes of the meeting held on 24 October were proposed by Councillor Millward-Thomas and seconded by Councillor Morris as an accurate record, and unanimously agreed by the Resources Committee.

R17/374 UPDATE ON KETLEY COMMUNITY CENTRE

The Facilities Officer provided an update on current maintenance works at the Centre and at the former Youth club building. Scheduled maintenance, upgrading and testing of the emergency lighting system had been completed at both buildings. The annual fire extinguisher maintenance had also now been completed at both buildings. Annual boiler servicing was due to be carried out in the next week at both buildings. Once boiler servicing was completed the new licence for the former Youth Centre with TACT would be signed off. The Facilities Officer would then carry out periodic checks of all services to ensure they were operating effectively. Legionella testing was being as scheduled at both buildings. A handrail had been fitted at the front entrance of the Community Centre in order to further ensure the safety of all customers using the Centre.

The Facilities Officer had recently returned to work and was working reduced hours as part of a phased return to work. Councillors were pleased he was back at work but specified that this should be in line with the agreed phased return to work and should not include any heavy duties.

R17/375 MARKETING/BOOKINGS

The Assistant Parish Clerk reported that party and weekend bookings remained very popular. Additional regular weekday bookings were also being made. Users had been notified of the revised room hire rates effective from January 2018.

R17/376 NEWSLETTER

A draft copy of the December newsletter was provided for comments from councillors. The newsletter would be printed in house, saving on external printing costs. Deliveries would begin at the end of November and be completed by 2 December to Parish residents. Councillors agreed that the newsletter should carry the title of Ketley Community News.

R17/377 FUTURE EVENTS/PROJECTS

Nothing to report.

R17/378 HEALTH & SAFETY

This item was addressed by the Facilities Officer in agenda item R17/374 (Update on Ketley Community Centre).

R17/379 CHRISTMAS EVENTS UPDATE

Councillor Millward-Thomas was in contact with an entertainer for the Christmas Lights switch on. The Meadows Primary school choir would be attending on 15 December to open the event with Christmas carols. Councillor Elliott agreed to co-ordinate decoration of the Hall for Christmas events with the theme being 'Winter Wonderland'. Councillor Mehta had offered to perform the role of Father Christmas, the Clerk would ask for his confirmation that he was available on the 15th December.

R17/380 STAFFING UPDATE

The Clerk had recently given notice and would be leaving the council at the end of November as he had been offered a post at another Parish council. The post had been advertised and a number of applications had been received. These were discussed in private session at the end of the meeting. The Centre team had been stretched in recent months due to sickness leave

R17/381 TRAINING AND DEVELOPMENT

No items raised.

R17/382 AGENDA ITEMS FOR NEXT MEETING

No additional items

R17/383 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

i) Recruitment of Parish Clerk

Councillors were disappointed that only a small number of applications had been received for the Parish Clerk vacancy. After careful consideration councillors believed that the low number of applications received indicated that the advertised salary (Scp. 26) was not currently competitive. Councillors agreed that in order to attract suitable candidates the vacancy should be re-advertised immediately at Scp. 31 on the NJC scale. The closing date for applications would be 5 January 2018 with interviews being held week commencing 15 January 2018.

RESOLVED – that the Parish Clerk post be re-advertised at scp 31 of the NJC pay scale with a closing date of 5 January 2018 and interviews in week of 15 January 2018.
RESOLVED – that temporary Administrative and Centre support remain in place until a new Clerk was appointed

ii) Revised Staffing Arrangements in the absence of a Parish Clerk

The Centre team had been severely stretched in recent months due to sickness leave and the current Clerk was leaving on 1 December. It was unlikely that a Clerk would be in place until late January or February. Councillors agreed that temporary administrative support and evening/weekend keyholder support remain in place until a new Clerk was in post.

The current temporary Cleaner/Keyholder post and the temporary evening/weekend keyholder post would be reviewed by the new Parish Clerk. In addition, the current Clerk and Assistant Parish Clerk had been required to work a significant number of toil hours whilst the Facilities Officer was off sick. Councillors agreed that the Assistant Parish Clerk be paid for the additional hours worked during this period.

The Facilities Officer had now returned to work and successfully completed his probationary period. Councillors agreed that the, following successful completion of probationary period, the salary payment be increased to scp 20 on the NJC pay scale from 1 December. The Assistant Parish Clerk had also successfully completed a probationary period and councillors agreed that this post be re-titled Community & Marketing Manager and salary payment be at Scp. 26 on the NJC pay scale. This was in a similar range to a number of other posts at local Parish councils.

Following the departure of the current Clerk the Council was required to appoint a Proper officer and Responsible Financial Officer (RFO) for the period up to when the new Clerk started in post. Following a poor response to the recent recruitment, councillors agreed that the Community & Marketing Manager be asked to take up the duties of Proper Officer and RFO until a new Clerk was in post.

RESOLVED - That the following recommendations be ratified by Finance Committee and Full Council :-

- a) **that temporary Administrative support and evening/weekend keyholder support remain in place until a new Clerk is appointed**
- b) **that the current temporary Cleaner/Keyholder and Evening/Weekend keyholder posts be reviewed when the Parish Clerk was in post**
- c) **that the Assistant Parish Clerk be paid for additional hours worked during the absence of Facilities Officer**
- d) **that following successful completion of a probationary period, the current Assistant Clerk post be re-titled Community & Marketing Manager and payscale be increased to Scp. 26 on NJC payscale from 1 November 2017**
- e) **that, following completion of probationary period, the Facilities Officer post payscale be increased to Scp. 20 on NJC payscale from 1 December 2017**

R17/384 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Tuesday 23 January at 6.30 pm at Ketley Community Centre

The meeting ended at 8.16 pm.

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 23 January 2018