

# KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



**Chairman:** Councillor Amrik Jhawar  
**Clerk to the Council:** Phil Griffiths  
Ketley Community Centre  
Holyhead Road  
Ketley  
Telford  
TF1 5AN  
01952 612035 or 07778 941042  
[parishclerk@ketleyparishcouncil.co.uk](mailto:parishclerk@ketleyparishcouncil.co.uk)  
[www.ketleyparishcouncil.co.uk](http://www.ketleyparishcouncil.co.uk)

**Minutes of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 24 October 2017 at 7.00 pm at Ketley Community Centre.**

## **PRESENT:**

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

Councillor Sam Millward-Thomas

In Attendance: Phil Griffiths, Parish Clerk, Glen Rigby, Facilities Officer

## **R17/357 WELCOME**

The Chairman welcomed all members to the meeting.

## **R17/358 APOLOGIES FOR ABSENCE**

Councillor Mandy Cartwright (Illness)

## **R17/359 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

## **R17/360 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 26 SEPTEMBER 2017**

**RESOLUTION:** The minutes of the meeting held on 26 September were proposed by Councillor Millward-Thomas and seconded by Councillor Hodgkinson as an accurate record, and unanimously agreed by the Resources Committee.

## **R17/361 UPDATE ON KETLEY COMMUNITY CENTRE**

The Clerk reported that invoicing and receipts of room hire payments were fully 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 Assistant Parish Clerk was not available to attend this meeting. The Facilities Officer was currently off sick but had attended the meeting to update councillors on works carried out at the Centre and at the former Youth club building which was occupied by TACT. Work had recently been carried out to install a room thermostat to control gas heating, upgrading and testing of the emergency lighting system and testing of the fire alarm system at the former Youth Centre. Annual boiler servicing was due to be carried out in the near future 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.

**R17/362 MARKETING/BOOKINGS**

Bookings were up significantly on the previous year and revenues had increased accordingly. The Centre staffing resources being stretched due to sickness and bookings for December were being limited until the team was back to full strength.

**R17/363 NEWSLETTER**

Councillors had been 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. Councillors asked, if possible, to see a draft of the December newsletter at the next Full Council meeting in November.

**R17/364 FUTURE EVENTS/PROJECTS**

Plans were moving forward for the Christmas lights switch on (Friday 15 December) and the Christmas Voucher day (Wednesday 6 December).

**R17/365 HEALTH & SAFETY**

This item was addressed by the Facilities Officer in agenda item R17/361 (Update on Ketley Community Centre).

**R17/366 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. A discussion took place regarding arrangements to appoint a Clerk and also for the interim period before a Clerk was in place. Councillors agreed that they would like to meet with the Assistant Clerk to discuss options for supporting the Centre in the immediate future before undertaking a recruitment exercise.

**R17/367 TRAINING AND DEVELOPMENT**

No items raised.

**R17/368 AGENDA ITEMS FOR NEXT MEETING**

No additional items

**R17/369 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Tuesday 28 November at 6.30 pm at Ketley Community Centre

The meeting ended at 7.26 pm.

Signed: .....  
Chairman of Ketley Parish Council Resources Committee

Date: 28 November 2017