



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 30 January 2018 at Ketley Community Centre commencing at 7:00pm

PRESENT:

Councillor Dave Elliott (Chairman)
Councillor Andy Morris
Councillor Sam Millward-Thomas

Councillor Amrik Jhawar
Councillor Laura Hodgkinson

Acting Clerk: Emma Atwell

R18/385 WELCOME

The Chairman welcomed all members to the meeting.

R18/386 APOLOGIES FOR ABSENCE

Councillor Mandy Cartwright (leave of absence)

R18/387 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R18/388 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 21 NOVEMBER 2017

RESOLUTION: The minutes of the meeting held on 21 November were proposed by Councillor Millward-Thomas and seconded by Councillor Morris as an accurate record, and unanimously agreed by the Resources Committee.

R18/389 UPDATE ON KETLEY COMMUNITY CENTRE BUILDING

i) IT ROOM

Resources Committee had been requested by the Full Council at the meeting held on 10 January 2018 to decide on the future of the room. Following consideration and discussion of a report presented by the Acting Clerk on the IT Room, the Resources Committee **RESOLVED to decommission the IT Room.**

The Acting Clerk gave an update on the works currently being undertaken by the Facilities Management Officer which would enable the room to be decommissioned including the installation of a new fire door into the corridor to allow access without needing to go through the Hall.

ii) TOILET FACILITIES

The requirement for additional toilet facilities was discussed by the Committee. It was unanimously agreed that an additional ladies toilet be installed alongside the gents toilet off the corridor leading to the Hall and a further unisex disabled toilet which would also provide fixed baby change facilities be installed in the vestibule off the Reception alongside the existing ladies toilet. **RESOLVED to install additional toilet facilities. Facilities Management Officer to obtain quotes for work**

iii) SERVICING

The Acting Clerk confirmed that the boilers had now been serviced, certificates issued and repairs carried out as necessary.

The Acting Clerk confirmed that the Facilities Management Officer returned following the Christmas break on full contracted hours (30) and is working to a rota to manage workload effectively.

R18/390 GARDEN OF REST ELECTRICITY CONTRACT RENEWAL

The Acting Clerk advised that the current contract was due for renewal. The Committee considered the renewal proposal and requested that alternative options be obtained in order to inform a decision on the contract.

RESOLVED that the Acting Clerk to present alternative electricity cost proposals for consideration at the next meeting of the Resources Committee

R18/391 MARKETING / BOOKINGS

The Acting Clerk presented a report to the Committee giving an overview of the Community Centre bookings and income. The report showed that a number of regular groups had not renewed their booking for 2018 following the introduction of increased hire charges, however new groups had replaced any income lost and along with the room rate rise, had led to an overall increase of £402.25 for January.

Further new bookings for February and March was reported with an income of £1,400 and six party bookings over four weekends during February will deliver an income of more than £750. It was generally noted that the Centre was becoming increasingly busier and the Acting Clerk confirmed that active marketing would recommence from February/March specifically targeting rooms available to hire at vacant times eg) Monday and Friday - daytime

R18/392 APPOINTMENT OF DATA PROTECTION OFFICER

The notes provided by NALC and SALC were circulated to Committee members. It was noted that the new General Data Protection Regulation will be effective from 25 May 2018 and the Council will be required to appoint a Data Protection Officer (DPO). The regulations will impact on the way information is processed and stored to ensure compliance with data protection law. The DPO cannot have a conflict of interest and therefore it will be necessary for Ketley Parish Council to appoint an external DPO and financial provision must be allocated within the budget for 2018/19 accordingly.

It is recommended that a data audit is conducted to identify what information is held, how and why and to securely dispose of any data that is no longer required. The Committee discussed use of laptops, security and the possibility of using the website, OneDrive and Cloud storage for accessing data. Concerns around access and safe storage of electoral roll data for raised. **RESOLVED that the Acting Clerk to attend SALC briefing session on GDPR in March and report back to the next meeting of the Resources Committee with further information and costings for appointment of an independent DPO.**

R18/393 EMPLOYMENT LAW & HR SERVICE RENEWAL PROPOSAL

The Committee members discussed the proposal and noted that legal advice had only been provided by telephone or email and that there was an additional charge for attendance at meetings. It was unanimously agreed that the service had proved useful in the past but an annual contract was no longer necessary as the skills and experience of new staffing included some employment law and HR background.

RESOLVED not to renew the contract with Ellis Whittam

R18/394 TRAINING & DEVELOPMENT

The Acting Clerk requested training on Cemetery Management and noted that there were no courses arranged locally. Cllr Millward-Thomas advised the Acting Clerk to contact SALC suggesting that Ketley Parish Council host a course if one could be arranged. If this was not possible, the Committee unanimously agreed to support the Acting Clerk attending a course which involved travelling out of the local area. **RESOLVED that the Acting Clerk attend training on Cemetery Management.**

R18/395 COUNCIL MEETING DATES REVIEW

A proposal for revised meeting dates for 2018/19 was presented by the Chairman of the Council. Cllr Jhawar explained to the members that Committee meetings had fallen out of line with the full Council meetings where decisions were ratified. Members were asked to consider and make comment on the alternative proposal for future dates. Councillors discussed the proposal and there was some concern around full Council meeting bi-monthly and that the day should not be changed. It was unanimously agreed however that Resources Committee did not need to meet so frequently and would meet bi-monthly in future with additional meetings called if required, but the decision on other meetings should be discussed and agreed at full Council. **RESOLVED that Resources Committee would now meet bi-monthly.**

R18/396 AGENDA ITEMS FOR NEXT MEETING

General Data Protection Regulation update

R18/397 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

i) Recruitment of Parish Clerk

Cllr Millward-Thomas gave the Committee an update on the recruitment and advised that he had met with Cllrs Elliott, Jhawar and Morris to carry out the shortlisting process on Tuesday 16 January and the panel consisting of Cllrs Millward-Thomas, Jhawar and Morris, interviewed on Monday 22 January. The appointment of Emma Atwell was unanimously agreed by the Panel members. **RESOLVED that the recommendation of the appointment of Emma Atwell as the new Parish Clerk & Responsible Financial Officer be ratified at the next Full Council meeting on Wednesday 14 February.**

ii) Centre Staffing update

The Acting Clerk advised that at present the Centre Co-ordinator is employed through Prince Personnel and is backfilling the post previously carried out parts of the role undertaken by the Assistant to the Parish Clerk. The role of Cleaner is also on a temporary basis. The Committee discussed the positions and agreed to review permanent appointments once the new Parish Clerk was in place. **RESOLVED to appoint permanently to Community Centre support roles following next full Council.**

R18/398 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 20 March at 6:30pm

The meeting ended at 8:16pm

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 20 March 2018