



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

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**MINUTES of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 20 March 2018 at Ketley Community Centre commencing at 6:30pm**

**PRESENT:**

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

**Clerk:** Emma Atwell

**R18/399 WELCOME**

The Chairman welcomed all members to the meeting.

**R18/400 APOLOGIES FOR ABSENCE**

Cllr Mandy Cartwright (leave of absence) and Cllr Laura Hodgkinson (University)

**R18/401 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**R18/402 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 30 JANUARY 2018**

**RESOLUTION:** The minutes of the meeting held on 30 January 2018 were proposed by Councillor Millward-Thomas and seconded by Councillor Morris as an accurate record, and unanimously agreed by the Resources Committee.

**R18/403 KETLEY COMMUNITY CENTRE**

**i) UPDATE OF BUILDING WORKS**

The Clerk advised that as part of the Telford 50 Legacy Fund an application would be submitted for a small grant towards essential works to improve accessibility in the Community Centre. The Facilities Management Officer is currently obtaining quotes for the three elements which will make up the application – repair of the Classroom floor; installation of two disabled toilet facilities and an access ramp to the side of the building. Applications must be submitted by 9 April and the Parish Council must contribute a minimum of 20% of the cost to the project. **RESOLVED that the Clerk is to submit the application and that the Council will fully support and contribute a minimum of 20% towards the total cost.**

**ii) UPDATE ON MARKETING & BOOKINGS**

The Clerk presented a verbal update to the Committee reporting that bookings for the Centre continue to increase with more new groups including Blue Moon who will hold four classes per week and additional bookings from Telford & Wrekin Council building on the success of the first quarter. Marketing through social media is proving beneficial and improvements to the look and feel of the newsletter has generated further interest.

iii) CLEANING ARRANGEMENTS

Following the departure of the temporary cleaner at the start of the month, the Clerk reported that the three permanent members of staff were carrying out the cleaning role between them, however this could not be maintained long term. The Clerk had obtained a quote from a contract cleaning company, the overall cost of which would be prohibitive and offer minimal flexibility to the existing team. The role had been discussed with the Committee by the previous Clerk and following feedback from present employees, it was agreed to review the current structure and replace the cleaning role with a second part time facilities management officer. This would offer the greatest flexibility to the team and reduce pressure on the existing FMO who would look to reduce hours from 30 hours per week to 25 hours. It was agreed that a trial arrangement would be put in place from April/May and the structure reviewed for permanent implementation in June. **RESOLVED it was unanimously agreed to trial a second part time FMO role. Clerk to make necessary arrangements.**

R18/404

**GARDEN OF REST**

i) IMPROVEMENT WORKS

The Clerk circulated photographs to the Committee members showing areas of concern in the Garden of Rest cemetery. A number of issues have been identified with the fencing including barbed wire, missing panels, overgrown trees and use of open railings which give a full view of resident's gardens beyond. It was agreed having reviewed the images that it did not present a nice environment for those burying or visiting loved ones at the cemetery. Further works including installation of pathways in the newer area, re-planting the Garden of Remembrance and moving the memorial plaques for those whose ashes have been scattered. Consideration to be given to these works from the PET Scheme overspend. Also discussed was the use of the seating area currently located on a permanent basis. It was agreed that this resource should be made available to those attending a funeral and during daylight hours only. This area could also house memorial plaques. **RESOLVED that the Clerk is to obtain quotes for works to be carried out in the Garden of Rest and confirm monies available from the PET Scheme.**

ii) ELECTRICITY CONTRACT

The current contract comes to an end on 31 March 2018. Alternative suppliers at more competitive prices have been sourced, however following the Clerk's discussion with the PET Officer who services the Garden of Rest, it has been established that there is minimal requirement for an electricity supply at the cemetery. Further investigation to be undertaken and a risk assessment carried out before either moving the contract to another supplier or cancelling the contract. **RESOLVED that the Clerk to carry out a risk assessment on requirement for electricity at the Garden of Rest. Based on the outcome, the Clerk is to notify the Committee and move or cancel the contract without further reference.**

R18/405

**GENERAL DATA PROTECTION REGULATIONS**

The Clerk presented a report to the Committee based on the briefing session delivered by SALC on the new General Data Protection Regulations which come into force on 25 May 2018. The Committee discussed the report and the implications this may have for the Council. The Clerk advised that an internal audit of data currently held and how data is stored and processed is currently underway to ensure the Council is compliant for the go live date. A 'Privacy Notice' will be published on the website and an information security policy developed which coupled with a briefing note offering practical advice for staff and councillors should help ensure that everyone is meeting the requirements of the new regulations. One area of concern however was identified in relation to use of personal email addresses for Council work. Although the regulations do not forbid use of personal emails, it is not recommended.

SALC are also still in discussions around the cost of an independent Data Protection Officer and as yet many Councils have not appointed. Further guidance is awaited and further training sessions are being offered. **RESOLVED that the Clerk to complete data audit and investigate possible use of Council specific email addresses. Clerk to produce notes and arrange briefing for all staff and councillors prior to Go Live. Clerk to report back to the Committee with final report and recommendations on DPO at next meeting.**

**R18/406 TRAINING & DEVELOPMENT**

Centre Co-ordinator has been booked on social media training in June and Clerk making further enquiries on attendance at Cemetery Management training. The Clerk is booked on to a session through SALC on 25 May for newly appointed clerks.

**R18/407 AGENDA ITEMS FOR NEXT MEETING**

GDPR update  
Other items to be notified to the Clerk prior to the meeting

**R18/408 DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 22 May at 6:30pm

**R18/409 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

i) Staff leave arrangements

The Clerk discussed leave arrangements with the Committee. It was agreed that part time positions would have leave calculated in hours not days. The Committee also agreed that to facilitate leave, meetings can be rescheduled if necessary but full Council is to remain as the second Wednesday of every month with the exception of August. It was noted that the FMO had 11 days leave untaken and the Committee agreed to pay 6 days with 5 days carried forward. **RESOLVED that the Clerk to put in place relevant arrangements and ensure leave payment made in March salaries.**

ii) Acting Clerk remuneration

The Committee agreed the calculation of payment for carrying out the role of Acting Clerk. **RESOLVED to include payment with March salaries.**

The meeting ended at 7:37pm

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

Date: 22 May 2018