



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 22 May 2018 at Ketley Community Centre commencing at 6:30pm

PRESENT:

Councillor Dave Elliott
Councillor Andrew Morris
Councillor Sam Millward-Thomas
Councillor Amrik Jhawar

Clerk: Emma Atwell

R18/410 WELCOME

The Chairman welcomed all members to the meeting.

R18/411 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Cllr A Jhawar proposed Cllr D Elliott as Chairman, seconded by Cllr S Millward Thomas. **RESOLVED that Cllr D Elliott be appointed Chairman of the Resources Committee for the municipal year 2018/19**

Cllr A Jhawar proposed Cllr S Millward Thomas as Vice Chairman, seconded by Cllr D Elliott. **RESOLVED that Cllr S Millward Thomas be appointed Vice Chairman of the Resources Committee for the municipal year 2018/19**

R18/412 APOLOGIES FOR ABSENCE

Cllr M Cartright (bereavement) and Cllr L Hodgkinson (absent)

R18/413 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R18/414 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 20 MARCH 2018

RESOLUTION: The minutes of the meeting held on 20 March 2018 were proposed by Cllr S Millward Thomas and seconded by Cllr A Jhawar as an accurate record, and unanimously agreed by the Resources Committee.

Cllr A Morris joined the meeting at 6.36pm

R18/415 KETLEY COMMUNITY CENTRE

i) UPDATE OF BUILDING WORKS

The Clerk advised that unfortunately the Council had not been successful in its bid for a grant from the Telford 50 Legacy Fund. Work had already been commenced on the disabled toilet and baby change facility element of the application as previously agreed by the Council and was due to be completed before the end of the week. The Committee were advised that there was money in the budget to cover the cost of this work however plans to install an additional disabled toilet off

the Gents toilet would need to be revised as a result. The FMO recommended that a single ladies cubicle be installed and a small tea point area which would reduce the costs but still provide much needed additional facilities to maximise use of the Centre. FMO obtaining quotes for the work. It was noted that Lovell and Nuplace had also launched a Housing Legacy Scheme. The Clerk confirmed that Parish Councils were eligible to apply for up to £5k worth of materials and labour for a building project. The Scheme was discussed and it was agreed that the Council would apply for the work to be carried out replacement of the Classroom floor. Applications must be submitted by 12 June and match funding is not required. The Clerk confirmed that the FMO has commissioned a bespoke ramp to be installed at the side of the building to enable complete accessibility at all entrances.

RESOLVED that the Clerk is to submit an application for replacement Classroom floor under the Housing Legacy Scheme.

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 Touched by Suicide, Infant Massage & Mindfulness and Emmett Techniques plus repeat bookings from Telford & Wrekin Council and TACT. Party bookings are also picking up once again.

iii) CLEANING ARRANGEMENTS

The Clerk confirmed that the one week trial of second FMO role commences 23 May whilst the permanent FMO is on leave. In the meantime, cleaning is still being carried out by the present team. **RESOLVED that the Clerk is to feedback on the trial at the next full council meeting.**

R18/416

GRANT APPLICATION AND AWARD PROCESS

The Clerk presented a draft grant award process for discussion. The Committee were broadly happy with the revised process and were keen to ensure that the application form requested the applicant demonstrate how the project would benefit residents of Ketley. It was agreed that applicants could apply for up to £500 maximum in any one year. Successful applicants would be presented their grant award at either Annual Council or Annual Parish Meeting. The Council would carry out a follow up visit to ensure the monies had been spent according to the original application and the beneficiary would be required to attend a Council meeting the following year to talk about how the grant benefitted the community. The grant application process is to be promoted through the newsletter, facebook, website and Annual Parish Meeting on 30 May 2018. It was **RESOLVED that the Clerk to draft an application form to be circulated to all Councillors for review. Application process is to launch on 1 July 2018 and close on 1 December 2018.**

R18/417

GENERAL DATA PROTECTION REGULATIONS

The Clerk provided a verbal update on the new regulations and advised that an amendment to the Bill has now excluded Parish Councils from the requirement to appoint an independent Data Protection Officer. Further details are awaited from SALC on who would take on this role within smaller local authorities. The Clerk circulated the draft Privacy Notice for review and approval. The Committee Members noted that the policy was very detailed and had nothing further to add. Following a data audit conducted by the Clerk the Committee were keen to ensure that all Council policies, employee handbook and application form / equal opportunities forms were reviewed in line with GDPR and that data be destroyed as required in line with the retention policy. **RESOLVED that the Clerk publish the Privacy Notice on the Council's website for 25 May 2018 and carry out a review of all Council policies, procedures and regulations.**

R18/418 TRAINING & DEVELOPMENT

Centre Co-ordinator has been booked on social media training on 18 June and Clerk still making enquiries on Cemetery Management courses locally. The Clerk is booked on to a session through SALC on 25 May for newly appointed clerks.

R18/419 AGENDA ITEMS FOR NEXT MEETING

Noted that street light contract to be agreed at next Finance Committee
Further discussions on boundary road signage to be included as an agenda item to next full Council
Other items to be notified to the Clerk prior to the meeting

R18/420 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 28 August at 6:30pm

The meeting ended at 7:56pm

Signed: Date: 28 August 2018
Chairman of Ketley Parish Council Resources Committee

DRAFT