



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

21 August 2018

To: all Members of the Resources Committee

You are summoned to a meeting of **Ketley Parish Council's Resources Committee** on **Tuesday 28 August 2018** commencing **6:30pm** at **Ketley Community Centre** for the purposes of transacting the following business.

Yours faithfully

Emma Atwell

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Clerk to the Council

AGENDA

- 1. WELCOME**
- 2. APOLOGIES FOR ABSENCE**
- 3. DISCLOSURE OF PECUNIARY INTERESTS**
- 4. MINUTES OF RESOURCES COMMITTEE HELD ON TUESDAY 22 MAY 2018**
- 5. KETLEY COMMUNITY CENTRE**
 - i) Clerk to provide a verbal update report on building works
 - ii) Clerk to provide an update on marketing and bookings
 - iii) Update on staffing structure
- 6. GARDEN OF REST**

To review the seating area and positioning of the memorial plaques
- 7. KETLEY PADDOCK MOUND**
 - i) To review the Parish Council's obligations of the Service Level Agreement
 - ii) To consider improved signage for the Mound
- 8. ROYAL DEATH & NATIONAL MOURNING PROTOCOL**

To note updated protocol and agree any local arrangements
- 9. TRAINING**

Clerk to provide an update on training requirements and arrangements
- 10. AGENDA ITEMS FOR NEXT MEETING**

Review of the PET Scheme

11. DATE OF NEXT MEETING

Tuesday 6 November at 6:30pm

12. Notification of Private Session under Schedule 12a, Local Government Act 1972, the following items are likely to disclose exempt information in relation to establishment and contractual matters and that pursuant to provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

- I. **Staff probation and appraisal feedback**
- II. **Salary reviews**