



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Resources Committee of Ketley Parish Council held on Tuesday 28 August 2018 at Ketley Community Centre commencing at 6:30pm

PRESENT:

Councillor Dave Elliott
Councillor Sam Millward-Thomas
Councillor Amrik Jhawar

Clerk: Emma Atwell

R18/421 WELCOME

The Chairman welcomed all members to the meeting.

R18/422 APOLOGIES FOR ABSENCE

Cllr M Cartwright (operation), Cllr A Morris (work commitments) and Cllr L Hodgkinson (absent)

R18/423 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R18/424 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 22 MAY 2018

RESOLUTION: The minutes of the meeting held on 22 May 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.

The Clerk confirmed that the Grant Application process had been approved following circulation to all councillors and has been issued to several interested groups. A reminder to apply will be posted on Facebook during September although the closing date is 1 December 2018.

R18/425 KETLEY COMMUNITY CENTRE

i) UPDATE ON MARKETING & BOOKINGS

The Clerk presented a verbal update to the Committee reporting that there have been new bookings from TM Support Group, Mindfulness, Telford Wellness, Homeopathy workshops and Blue Moon are extending their weekly bookings from the first week in September to include Baby Yoga at 10am Monday and Pilates from 7pm. There has been an increase in the number of pre-weddings this Summer and re-bookings of birthday parties have been noted. TWC Making It Real Board have booked monthly meetings in 2019 and the Memory Service have also booked for next year. The focus in September will be on filling vacant rooms between 10am – 4pm weekdays and weekends by promoting space to local businesses, funeral directors, churches, parents of young children and baby & toddler groups.

ii) UPDATE OF BUILDING WORKS

The Clerk advised that the work on the access ramp at the side of the building has now been completed. The creation of a new ladies toilet facility and kitchenette

opposite the Rowley Room will be completed in September. It was noted that the majority of work identified to maximise the potential of the Community Centre had now been undertaken, but the installation of acoustic walls between the Hall and Rowley Room and the Meeting Room and Class Room and replacement of the Class Room floor is yet to be started. The FMO has had difficulty obtaining a quote for the work on the floor and advised that it would be necessary to remove a section of the parquet to provide visibility to the joists in order to allow accurate quotes to be provided. The Committee agreed that the work should be carried out during a quiet period or when groups can be moved into a suitable alternative room. The Committee also suggested that wheelchair push access should be installed at one or all doors to remove the requirement for assistance when entering or leaving the building. **RESOLVED that cost and timings for acoustic walls to be obtained by the FMO. Quotes for work on the Class Room floor to be coordinated by the FMO. Quotes for wheelchair push access to be sought by the Clerk or FMO.**

iii) UPDATE ON STAFFING STRUCTURE

The Clerk confirmed that a permanent part time Centre Assistant was now in place and recent holidays and sickness had highlighted the requirement for a Casual Centre Assistant. A temporary appointment has been made and the new structure is operating well.

R18/426

GARDEN OF REST

The Clerk advised that reports of ASB had been received from several residents following the decision to re-open the seating area at the Garden of Rest. The local Policing team were informed and both the seating area and main gates were locked outside of normal hours for the next 10 days. The main gates have since been left open 24 hours a day with the seating area remaining locked and there have not been any further reports. A review of the seating area and the positioning of the memorial plaques is required. Bins currently in the entrance could be stored away in the seating area if the benches are removed and plaques relocated in the main entrance. The legal requirement for seating and the practicality of moving the bins are to be confirmed. It was **RESOLVED that the Clerk will arrange a site visit to the Garden of Rest for councillors once the legal position has been obtained.**

R18/427

KETLEY PADDOCK MOUND

i) REVIEW OF THE SERVICE LEVEL AGREEMENT

The Committee members received a copy of the SLA and the Clerk advised following communications with TWC that some of the Parish's obligations necessitated review in line with auditor recommendations and changes to the PET Scheme. The obligations were discussed and all agreed that clarification of the management and amount of the funding was required along with PET support and suggested that this is raised at the next Quarterly meeting with a view to signing a revised SLA in November which will be two years since the original agreement was made. It was also recommended that this be discussed at the next Finance Committee. **RESOLVED the Clerk to ensure the item is on the next Finance Committee and KPM Quarterly meeting agenda.**

iii) TO CONSIDER IMPROVED SIGNAGE

The Clerk presented a quote for a mural that could be painted on the bus stop owned by the Parish Council at the main entrance to the Paddock Mound off Holyhead Road. The quote was considered by the Committee and all agreed that it was a good price and an excellent idea but that the cost should be met from the Friends of Ketley Paddock Mound's fund. **RESOLVED that the Clerk include this and any other expenditure on the agenda for discussion at the next KPM Quarterly meeting.**

R18/428 ROYAL DEATH & NATIONAL MOURNING PROTOCOL

The Clerk presented a copy of the Royal Death and National Mourning Protocol for noting. The Protocol is overseen by the Borough Council and there is no specific duty for Parish Councils to perform in the event of a significant death. The document was discussed however and it was agreed by the Committee that residents would be directed to books of condolence online and hard copy in the Borough and the Parish Council would write a letter of condolence that would be sent to Buckingham Palace. **RESOLVED that the Clerk make any necessary arrangements at the appropriate time.**

R18/429 TRAINING & DEVELOPMENT

The Clerk is attending Cemetery Management training on 13 September at ICCM.

R18/430 AGENDA ITEMS FOR NEXT MEETING

Review of the PET Scheme

R18/431 DATE OF NEXT MEETING

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

R18/432 PRIVATE SESSION

i) STAFF PROBATION AND APPRAISAL FEEDBACK

The members of the Resources Committee Interview Panel reported that both end of probation reviews had been carried out and positions to be confirmed following successful completion of six months. Unfortunately, due to illness the Committee reported that the appraisal was not conducted. **RESOLVED the Clerk to draft letters for signing to confirm positions. Appraisal to be rearranged.**

iii) SALARY REVIEWS

The Committee were presented with information on salary calculations using the National Agreement. A revised salary for the Clerk increasing by one scale point from 1 October and a new range of SCP33-36 effective 1 April 2019 was recommended by the Committee. All other salaries to be reviewed effective 1 April 2019 in line with room hire. The Committee agreed to put forward recommendations to the next Finance Committee on 30 August 2018 and then Full Council for approval. **RESOLVED that the recommendations be on the agenda for the next Finance Committee.**

The meeting ended at 7:57pm

Signed:
Chairman of Ketley Parish Council Resources Committee

Date: 6 November 2018