



# KETLEY PARISH COUNCIL

## TELFORD, SHROPSHIRE

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**MINUTES of the meeting of the Resources Committee of Ketley Parish Council held on Wednesday 12 December 2018 at Ketley Community Centre commencing at 6:00pm**

**PRESENT:**

Councillor Dave Elliott  
Councillor Mandy Cartwright  
Councillor Sam Millward Thomas

Councillor Andrew Morris  
Councillor Amrik Jhawar  
Councillor Laura Hodgkinson

**Clerk:** Emma Atwell

**R18/446 WELCOME**

The Chairman welcomed all members to the meeting.

**R18/447 APOLOGIES FOR ABSENCE**

None

**R18/448 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**R18/449 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON TUESDAY 6 NOVEMBER 2018**

**RESOLUTION:** The minutes of the meeting held on 6 November 2018 were proposed by Cllr S Millward Thomas and seconded by Cllr M Cartwright as an accurate record, and unanimously agreed by the Resources Committee.

**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.**

**R18/450 COUNCIL PRIORITIES AND RESOURCES**

The Clerk presented a confidential report to the Committee which followed the resignation of the Centre Co-ordinator and a review of the current structure. The report set out the various roles and responsibilities of the Clerk some of which are legal or statutory. The eight principle functions were set out in a pictorial chart providing an overview of the proposed structure. A number of challenges have been identified which can be addressed by relocating the Parish Office, appointing a full time Community Centre Manager and ensuring cover for the cemetery in the Clerk's absence.

Committee Members discussed the report and acknowledged the issues faced by the staff with no clear line between the work of the Council and the Community Centre. This is further exacerbated by the Clerk's office in the middle of the Centre's activities, shared phone line, social media and website. It was noted that

the Centre bookings and user groups had significantly increased over the last 18 months generating much needed income to support the ongoing maintenance of the building for use by the community. However, Councillors recognised that further income generation and development of the Centre could not be achieved with the current structure. It was agreed that to bring in new business, it was necessary to introduce the role of Community Centre Manager who would report directly to the Clerk and deal with the day to day running of the Centre. The Committee also considered example job descriptions and salary setting for the role.

**RESOLUTION: Following further discussion Cllr S Millward Thomas proposed that the report and recommendations contained therein be put to the Full Council meeting immediately after with a view to advertising in January, this was seconded by Cllr M Cartwright and unanimously agreed by the Resources Committee.**

**R18/451      AGENDA ITEMS FOR NEXT MEETING**

Update on staffing and recruitment

**R18/452      DATE OF NEXT MEETING**

The next meeting will be held on Monday 7 January 2019 at 6:30pm

The meeting ended at 6:52pm

Signed: ..... Date: 7 January 2019  
Chairman of Ketley Parish Council Resources Committee