



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Resources Committee of Ketley Parish Council held on Monday 7 January 2019 at Ketley Community Centre commencing at 6:30pm

PRESENT:

Councillor Dave Elliott (Chairman)
Councillor Laura Hodgkinson

Councillor Sam Millward Thomas
Councillor Amrik Jhawar

Clerk: Emma Atwell

R18/453 WELCOME

The Chairman wished a happy new year to all and welcomed them to the meeting

R18/454 APOLOGIES FOR ABSENCE

Cllr A Morris (work commitments) and Cllr M Cartwright (hospital appointment) - accepted

R18/455 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

R18/456 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE HELD ON WEDNESDAY 12 DECEMBER 2018

RESOLUTION: The minutes of the meeting held on 12 December 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.

R18/457 KETLEY COMMUNITY CENTRE

- (i) **Update on building works** – the Facilities Management Officer (FMO) addressed the Committee to provide a verbal update on works undertaken and scheduled to be carried out. It was reported that the boilers at both the Community Centre and the TACT building had been serviced along with the fire extinguishers. The cost of the work had been significantly lower than in previous years. The annual emergency light testing had been carried and two failures identified where lights were not in place for the basements of both buildings. Given that the boiler at TACT is located in the basement, it was noted by the electrician that installation was of importance to comply with health & safety. The Committee discussed this requirement with the FMO and it was **RESOLVED that the FMO make the necessary arrangements to install emergency lights in the cellar of both buildings.**

The CCTV system and the burglar alarms are both scheduled to be serviced this month and the fire alarms are tested regularly by the FMO. Again reductions in contract and servicing costs were noted.

The FMO advised that research into solar panels had been conducted and it had been concluded that there was insufficient south facing roof space to provide an adequate return on the investment. However, the Council may wish to consider replacement of all internal ceiling lights with LED. The initial investment would be

returned in less than 3 years and significantly reduced energy and maintenance costs would lead to increased savings as well as improved lighting within the Centre. A free energy survey is to be carried out by an independent advisor and the FMO will report back to the Committee with a proposal in due course.

The FMO confirmed that the Christmas lights would be removed this week and that the Clerk's office has now been moved at no additional cost to staff hours.

The FMO reported that work to replace the Class Room would be carried out at the earliest opportunity but it may be necessary to take that end of the building out of action in order to complete the works. Initial investigations suggest that there are extensive works to be undertaken given that the air vents have all been sealed preventing a flow to the wooden joists. The wood has rotted and the parquet has been badly damaged by previous efforts to repair the floor.

- (ii) **Update on marketing & bookings** – The Clerk advised that despite the current staffing situation which was preventing active marketing, three new bookings have been achieved – Clatterbugs, a regular weekly music group for young children, the Writers' Club who will meet monthly and NHS Midland Partnership Foundation Trust who will hold their team meetings at the Centre every 4-6 weeks. The Clerk informed that Committee that it had been necessary to turn down some one off party bookings in order to ensure that staff were not overstretched. It was hoped that with the recruitment of a Community Centre Manager, it will not be necessary to continue turning business away for long and a marketing campaign can be launched following a successful appointment.

R18/458

GARDEN OF REST

The Clerk advised that a review of the Cemetery policy was going to the full Council this week following concerns around the management and enforcement of the policy. Planned work to contact owners had therefore been held in abeyance pending the outcome of any decision by the Council on this matter. The Clerk confirmed however that contact with the residents at the rear of the cemetery on Marigold Court would go ahead in an effort to establish a consensus with the old panels which are now behind the new fencing.

R18/459

LAND TO THE REAR OF THE FORMER INFANTS SCHOOL

The Committee discussed using the land, which is owned by the Parish Council at the rear of the car park off the now TACT building, as a community garden. Partners including Meadows Primary School, Friends of Ketley Paddock Mound and Groundwork West Midland it was agreed should be involved in some way and could also incorporate bee hives and work with Shropshire Wildlife Trust. At the same time, the land off Snowdrop Meadow was discussed and the potential for the creation of a community space in conjunction with the FoKPM. It was noted that Red Lees is a recognised bridle way and the Senior Rights of Way Officer from Telford & Wrekin Council should be consulted on matters of maintenance should repairs to the wall be required. The Clerk reported that the FoKPM were keen to exploit the newly painted bus shelter for marketing purposes and it was suggested that a community event could be linked in with the community garden work and working parties held by the Friends. It was **RESOLVED that an application to Veolia would be made by Cllr S Millward Thomas in an effort to obtain funding for the community garden project and the Events Committee involved in engaging the local community.**

R18/460

TRAINING & DEVELOPMENT

The Clerk requested that the Casual Burials Officer attend a cemetery training session organised by SALC later this month at a cost of £25. The Committee discussed the request and it was unanimously **RESOLVED that the Clerk make the necessary arrangements for the officer to attend.**

R18/461 AGENDA ITEMS FOR NEXT MEETING

Items to be advised to the Clerk in good time for inclusion on the agenda

R18/462 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 5 February 2019 at 6:30pm. Cllr D Elliott submitted apologies for the next meeting which clashed with a prior commitment.

There were no members of the public present and the Chairman advised that the meeting would continue in private session.

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.

R18/463 STAFFING UPDATE

The Clerk advised that the staff rota was in place to the end of January and the Centre would be closed when there were no bookings. Staff advised to only accept new bookings during existing open times to prevent build-up of hours. To be reviewed on Clerk's return in February.

R18/464 RECRUITMENT UPDATE

Draft advert, job description and person specification for the new position of Community Centre Manager was circulated to the Committee Members for review. Salary was discussed and the importance of ensuring the process was accessible to all with reasonable adjustments made for any candidates with a recognised disability in line with equal opportunities. Locations for free advertising was also discussed to include Indeed, Telford Job Box, Jobcentre Plus and social media. It was **RESOLVED that the Clerk proceed to advertise with one amendment to flexible hours and salary set at scale point 26.**

The Clerk confirmed that the closing date for applications will be 31 January, first interviews on 6 February and second interviews on 11 February. It was agreed that Cllr S Millward Thomas would deal with any recruitment enquiries during the Clerk's absence. It was decided that the Clerk would carry out the first interviews and a Panel from the Resources Committee to take the second interviews. Following discussions about the process it was **RESOLVED that the second interview would include a presentation (not using PC) to the Panel which would consist of Cllr S Millward Thomas, Cllr L Hodgkinson and the Clerk.**

The meeting ended at 7:44pm

Signed: Date: 5 February 2019
Chairman of Ketley Parish Council Resources Committee