



KETLEY PARISH COUNCIL

RESOURCES COMMITTEE MINUTES

MINUTES of the Meeting of the Resources Committee of Ketley Parish Council held on Wednesday 8th June 2022 at Ketley Community Centre.

Present:

Councillor Sam Millward Thomas (Chair)
Councillor Eileen Callear

Councillor Nick Heath
Councillor Hilda Rhodes

Clerk: Jane Lees

Assistant to the Clerk: Elisabeth Bamford

Members of the Public: None

R22/001 WELCOME

Cllr S. Millward Thomas welcomed everyone to this evening's meeting.

R22/002 APOLOGIES FOR ABSENCE

Cllr A. Jhawar – annual leave and Cllr A. Morris – work commitment.
Apologies noted.

R22/003 DISCLOSURE OF INTERESTS

None.

R22/004 APPROVAL OF THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 24th MARCH 2021.

It was noted that the minutes are over one year old, with Cllr S. Millward Thomas and Cllr H. Rhodes present at that meeting. Cllr H. Rhodes proposed, and Cllr S. Millward Thomas seconded that the minutes of the meeting held on 24th March 2021 be adopted and it was resolved that the Chairman sign these as a true record.

R22/005 COUNCIL RESOURCES

- (i) The Clerk advised the Committee that the Centre Manager is concerned over staffing levels to cover holidays and absences. Following discussion it was agreed to increase the Centre Assistants hours from 16 to 20, should cover be needed.
- (ii) Councillors noted the return to work of the Facilities Officer on 4th July. It was agreed that he will concentrate on buildings maintenance and only cover the Community Centre as a last resort. Clerk will complete an individual risk assessment and discuss staggered hours and duties upon his return to work.



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R22/006 COUNCIL RESOURCE TRAINING

It was noted that the Clerk is to undertake Staff appraisals in June. It was noted that the Resources Committee will hold the Clerks appraisal on completion of six months employment, and the Resources Committee is to arrange an informal catch-up meeting with the Clerk during July.

R22/007 EMPLOYEE EXPENSES POLICY

The Clerk advised the Committee that currently there is no employee expenses policy in place and this should be included in the full review of H.R. procedures, to be proposed at Full Council. The possibility of using a card that can be pre-loaded with agreed spending money was discussed, with the Clerk to investigate further.

R22/008 DISCRETIONS POLICY FOR PENSIONS

(i) The Clerk previously circulated a Discretions Policy for Pensions, which needs to be in place by July. The Clerk recommended that the Discretions Policy for Pensions be adopted as a working document to comply with regulations but should be included in the proposed H.R. review for further scrutiny. **Cllr H. Rhodes proposed, and Cllr S. Millward Thomas seconded that the proposed Discretion Policy for Pensions be adopted as a working document.**

(ii) It was noted that the current Parish pension scheme requires investigation with staff made aware of their options of opting in or out of the pension scheme.

R22/009 AGENDA ITEMS FOR NEXT MEETING

- (i) Events Calendar
- (ii) Feedback on appraisal of staff
- (iii) Clerk to be notified of any items to be considered for inclusion

R22/010 DATE OF NEXT MEETING

It was noted that no meetings are taking place in August.
Wednesday 14 September 2022 @ 6:00 pm **NOTE CHANGE OF TIME**

The Chairman closed the meeting at 6:51 pm

Signed:
Chairman

Date: 28th September 2022