

**MINUTES OF THE MEETING OF  
WELWYN PARISH COUNCIL  
HELD ON MONDAY 26<sup>th</sup> APRIL 2010 AT  
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN  
WHICH COMMENCED AT 7.45PM**

**PRESENT:** Councillor J Blackburn (Chairman) and Councillors M Benson, A Blackett, S Butler, I Colpitts, C Hukin, L McLusky, H Ober and I Skidmore

**IN ATTENDANCE:** A S Pack (Acting Clerk to the Council)

**APOLOGIES:** Councillors B McKay and P Neville

**PUBLIC PARTICIPATION:** There were no members of the public present

**OPENING OF THE MEETING**

The Chairman welcomed all present and opened the meeting.

**2010/038 DECLARATION OF INTEREST:**

Councillor Colpitts declared an interest in item 2010/043 (2) Welwyn Sports and Social Club, Councillor Ober declared an interest in item 2010/043 (3) Spindlebury Cottage.

**2010/039 MINUTES OF THE COUNCIL MEETING HELD ON 29<sup>th</sup> MARCH 2010.**

**RESOLVED** that the Minutes of the Council meeting held on the 29<sup>th</sup> March 2010 be approved and signed.

**Unanimously agreed.**

**2010/040 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 29<sup>th</sup> MARCH 2010.**

**2010/033 Risk Assessments for Council owned properties.** The Acting Clerk to check that a risk assessment has been carried out for the Whitehill Car Park, and the Whitehill Centre Car Park.

**2010/041 REPORTS OF COMMITTEES**

**Planning and Licensing Committee.** Councillor C Hukin Chairman of the Committee presented a report of the meetings held on the 6<sup>th</sup> April 2010. and answered questions. Councillor Hukin advised a revised planning application was to be considered by the Planning and Licensing Committee on the 27<sup>th</sup> April 2010 for the Care home which is proposed for the former Clock Hotel site.

**Proposed Planning Application for the Clock Hotel site.**

**Leisure Facilities and Opens Spaces Committee.** Councillor L McLusky, Chairman of the Committee, presented a report of the meeting held on the 12<sup>th</sup> April 2010 and answered questions. **Item 2010/058 St Mary's Church wall.** The Acting Clerk advised a second engineer is not to be appointed and the Council are only concerned with repairing the walls to the rear of the churchyard which for health and safety reasons are considered to be in a dangerous condition. Discussions are on going with representatives from the Church and Albion Building Surveyors. The Council's solicitors are to be consulted re the Party Wall Act. **2010/061 Digswell Open space.** Councillor Butler advised she is experiencing difficulty

making contact with the company who are marketing the land on behalf of the owner, however reported notices had been erected on the land requesting walkers keep to the footpaths.

**2010/042 2009.2010 EXTERNAL AUDIT PROGRAMME**

BDO LLP have been appointed to complete the external audit of Welwyn Parish Council accounting and governance procedures plus to ensure a robust internal audit procedure, has been undertaken by a suitably qualified person/company and that the reports of the Internal Auditor have been adopted by the Council. The timetable for the External Audit is as follows:-

- **10<sup>th</sup> May 2010 to 23<sup>rd</sup> May 2010.** Display a notice advising electors of their right to inspect the accounts of the Council
- **24<sup>th</sup> May to 21<sup>st</sup> June 2010.** Make records available for public inspection from.
- **By the audit date of 25<sup>th</sup> June 2010. Submit all documentation to BDO LLP**

Paperwork was circulated with the Agenda as Appendix 1

To ensure the Welwyn Parish Council Accounting and Governance Statements to include the Intermediate audit questionnaire and all supporting paperwork can be approved by the Finance Committee and Full Council, the date of the next Finance Committee meeting has been changed to **14<sup>th</sup> June 2010**. The June Full Council meeting will take place on the 21st **June 2010**.

**2010/043 REVIEW OF RENTS RECEIVED FROM TENANTS OF COUNCIL OWNED PROPERTY**

**1. Welwyn and District Bowls Club Lease**

The Bowls Club advised they considered the valuation undertaken by Brown and Lee Chartered Surveyors, had not made allowances for the fact the existing club house had been enlarged and improved by the Bowls Club since the lease was granted. This could reduce the rental charge for the lease. Following discussion with Brown and Lee Chartered Surveyors, a meeting was held between Brown and Lee Chartered Surveyors and the Bowls Club on site to resolve this issue. The Parish Council awarded a grant of £ 10,000 to the Bowls Club in 1989 towards renovation of the Club House which will also affect the valuation. Brown and Lee Chartered Surveyors revised report to include a revised valuation report was circulated with the Agenda as Appendix 2. It was noted that the Parish Council own the existing building which had been extended by the Bowls Club. The Council had given a £ 10,000 grant towards this work.

A decision on the rental of the lease was deferred until the Accounts and membership (by post code) had been received from the Bowls Club. Response awaited.

**2. Sports and Social Club Lease**

The Sports and Social Club Lease is due for renewal March 2010. The Sports and Social Club have agreed that Brown and Lee Chartered Surveyors undertake a professional valuation. Brown and Lee Chartered Surveyors have been instructed to undertake the valuation. Report to be made in due course.

**3. Spindlebury Cottage**

Councillor Ober has served notice that he will be terminating his tenancy of Spindlebury Cottage on the 31<sup>st</sup> May 2010 as for health reasons he is relocating to Redbourn. Discussion on the future of the cottage to take place in the Exempt section

of the meeting.

**2010/044 REVIEW OF STANDING ORDERS**

The National Association of Local Councils has forwarded a revised Model Standing Orders.

The Chairman and the Acting Clerk are to review the document for discussion at the next meeting.

**2010/045 APPLICATION FOR GRANT AID**

Application for use of the Civic Centre free of charge from the Goat Players, 27th and 28<sup>th</sup> November 2010, plus rehearsal time of 10hours. Total concession requested £ 772. The application was circulated with the Agenda as Appendix 2

The Goat Players were granted use of the Civic Centre free of charge in 2009. Total concession £ 435. A report was circulated with the Agenda as Appendix 3

It was noted that a grant of £ 368 had been given to Welwyn Wailers Dramatic Society who also raise money for charity in February 2010. To ensure an even handed approach for such grants, it was proposed by Councillor Skidmore, seconded by Councillor Blackett and

**RESOLVED** “that a grant of £ 368 be awarded to the Goat Players .

**Unanimously agreed**

It was agreed the Goat Players would not be invoiced for use of the Civic Centre until after the event had taken place and sufficient funds had been raised.

**2010/046 TIMETABLE OF MEETINGS 2010/2011**

The proposed timetable of meetings for 2010/2011 was circulated with the Agenda as Appendix 4. It is proposed that the Leisure Facilities and Open Spaces Committee meet bi-monthly with a review of this procedure at the 2011 Annual Parish Meeting. It was also proposed that the August Full Council meeting be cancelled. Following discussion it was proposed by the Chairman, Councillor Blackburn, seconded by the Vice Chairman Councillor Benson and

**RESOLVED** “ that the calendar of meeting for 2010/2011 be approved”.

**Unanimously agreed.**

**EXEMPT BUSINESS**

**Under Section 100A(4) of the Local Government Act 1972 for the following items on the Agenda, the Chairman at this point excluded the public and accredited representatives of newspapers on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of the Act by virtue of the paragraph specified against the items.**

**2010/047 MINUTES OF THE COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 29<sup>th</sup> March 2010.**

**RESOLVED**” that the Minutes of the Council Meeting (Exempt Business) held on the 29<sup>th</sup> March 2010 be approved and signed”.

**2010/048 RECRUITMENT WORKING PARTY**

**RESOLVED** “ that the Council adopt the recommendation of the Recruitment Working Party to enter into a contract with a consultant in principle subject to further investigations”.

**RESOLVED** “ that Anita S Pack Consultancy Services be awarded a one year contract to undertake the role of Clerk/Responsible Financial Officer of Welwyn Parish Council.. This appointment to be reviewed at the 2011 Annual Council meeting”.

**RESOLVED** “ that the amended Consultancy Agreement be agreed”.

**RESOLVED** “ that the job description and person specification for an Assistant Clerk as detailed in Appendix G of the Recruitment Working Party Notes of the meeting which took place on the 14<sup>th</sup> April 2010 be agreed”.

**2010/050** The Chairman thanked all present and declared the meeting closed at 8.57pm.

Signed.....Chairman, Welwyn Parish Council

Dated 10<sup>th</sup> May 2010