

YOU ARE HEREBY SUMMONED TO ATTEND
THE ANNUAL MEETING OF WELWYN PARISH COUNCIL
To be held in the Parish Centre, Lockleys Drive, Welwyn, on
MONDAY 23rd MAY 2011
Commencing at 7.30pm
FOR THE PURPOSE OF TRANSACTING THE FOLLOWING BUSINESS.

AGENDA

- 1. ELECTION OF CHAIRMAN.**
- 2. SIGNING OF THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE.**
- 3. ELECTION OF VICE-CHAIRMAN.**
- 4. SIGNING OF THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 5. SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE OF NEWLY ELECTED COUNCILLORS.**
- 6. TO AGREE THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT '1972.**
- 7. TO APPOINT MEMBERS TO SERVE ON THE COUNCIL'S COMMITTEES.**
 - *Finance Committee*
 - *Planning and Licencing Committee*
 - *Leisure Facilities & Open Spaces Committee*
 - *Policy and Resources Committee*
 - *Appeals Committee*
 - *Complaints Committee*

APPENDIX 1
- 8. TO CO-OPT MEMBERS OF THE PUBLIC ONTO THE COUNCIL'S COMMITTEES.**
- 9. TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES.**
 - *Welwyn Road Safety Committee*
 - *Twinning Committee*
 - *Welwyn Festival Group*
 - *Welwyn Hatfield Associations Of Local Councils Forum*
 - *Welwyn Hatfield District, Parish & Town Councils Forum*
 - *Tenterfield School Governor*
 - *Oaklands Primary School Governor*
 - *Hertfordshire Association of Parish and Town Council's*
 - *Welwyn United Charities*

APPENDIX 2
- 10. DETAILS OF THE COUNCIL'S ORDINARY AND COMMITTEE MEETINGS OF THE COUNCIL FOR THE ENSUING YEAR attached as**

APPENDIX 3
- 11. TO AGREE THE INTERNAL AUDITOR FOR 2011/2012**

Auditing Solutions were employed to undertake the Internal Audit for 2009/2010 and 2010/2011
- 12. TO AGREE THE DATES AND TIMES OF THE BUDGET TIMETABLE OF THE COUNCIL FOR THE ENSUING YEAR.**

Draft attached as

APPENDIX 4

To note Apologies for absence

- 13. DECLARATIONS OF INTEREST**
- 14. MINUTES OF THE MEETING HELD ON 18TH APRIL 2011**
- 15. MATTERS ARISING FROM THE MINUTES OF 18TH APRIL 2011**
- 16 CASUAL VACANCY**

A notice has been posted advertng two Casual Vacancies, one in the Welwyn Village Ward and one in the Oaklands & Mardley Heath Ward requesting applications by Friday 10th June 2011.
- 17 REPORTS OF COMMITTEES**
 - Planning and licensing 19th April 2011.
- 18 CEMETERY REGULATIONS**

APPENDIX 5

To agree the change of wording of Regulation (8) Receptacles for Flowers, to read as follows:

"Apart from approved monuments NO mementos or other items shall be placed on graves without express prior written consent of Welwyn Parish Council.

14 days after burial the Council's staff will remove floral tributes from the grave and dispose of them unless a specific written request has been made to the Clerk for the tributes to be removed by the family.

Welwyn Parish Council reserves the right to remove or require the removal of any faded flowers, wreaths, vases, bottles, tins or any object, without notice, which is in the Council's opinion objectionable.

Glass shades, candles, halogen lamps **and ornaments** are not to be placed on any grave".

19 MIMRAM RESTORATION

Friends of the Mimram requesting the Council's views and support with their restoration plans for the Mimram. Details attached as **APPENDIX 6**

20 PROPOSED REFURBISHMENT OF THE PAVILION

Three tenders were received and opened on Monday 16th May 2011 by the Clerk in the presence of Councillor McLusky. Report attached as **APPENDIX 7**

21. COLLAPSED DRAINS – PARISH CENTRE AND SCOUT HUT SERVICES

The drains servicing the Parish Centre and the Scout Hut have collapsed; working in partnership with the Scouts the required repair work has been commissioned. Quotation attached as **APPENDIX 8**

EXEMPT BUSINESS

Under Section 100A(4) of the Local Government Act 1972 for the following items on the Agenda, the Chairman as 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.

22 REVIEW OF CONSULTANCY AGREEMENT FOR THE 2011/2012 YEAR

Report attached as **APPENDIX 9**

23 CLOSE OF MEETING.

Anita S Pack
Clerk to the Council

Posted: 18th May 2011