

**MINUTES OF THE ANNUAL MEETING OF
WELWYN PARISH COUNCIL
HELD ON TUESDAY 6TH MAY 2008
AT THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
THAT COMMENCED AT 7.40PM**

PRESENT: Councillor J Roper (outgoing Chairman) and Cllrs M Benson,
J Blackburn, S Butler, C Hukin, L McLusky, L Page and I Skidmore

IN ATTENDANCE: R Findlay (Clerk to the Council), J Lewis (Office Administrator)
and 3 members of the public

APOLOGIES: Cllrs I Colpitts and P Neville (other commitments).

2008/001 WELCOME.

The outgoing Chairman welcomed all present and declared the meeting open. The Chairman announced that Cllr H Hughes had tendered his resignation from Welwyn Parish Council. The Chairman reported that he had written to Cllr Hughes thanking him for his service to the Council over the past year.

Cllr. Roper also thanked all Councillors, the Clerk for their support during the past three years of him being Chairman of the Council.

2008/002 ELECTION OF CHAIRMAN.

It was proposed by Cllr. Benson and seconded by Cllr. McLusky that Cllr. John Blackburn becomes the Chairman of the Council for the ensuing year.

It was unanimously **RESOLVED** that, there being no other nominations that Cllr Blackburn is elected Chairman of Welwyn Parish Council.

Cllr Blackburn then read out and signed his Declaration of Acceptance of Office of Chairman.

The Council thanked the outgoing Chairman, Cllr Roper for his great contribution to the Council.

2008/003 ELECTION OF VICE CHAIRMAN.

It was proposed by Cllr. Hukin and seconded by Cllr. Page that Cllr. Magdalene Benson remains the Vice Chairman of the Council for the ensuing year.

It was unanimously **RESOLVED** that there being no other nominations that Cllr Benson be elected as Vice-Chairman.

Cllr. Benson thanked the Council for their support.

2008/004 DECLARATION OF ACCEPTANCE OF OFFICE BY COUNCILLORS.

The Clerk reported that most Councillors had signed their Declarations of Acceptance of Office except for Ian Colpitts. It was agreed that the Clerk makes arrangements with Ian Colpitts to sign his Declaration of Office.

2008/005 TO FIX THE CHAIRMAN'S ALLOWANCE FOR 2008-2009.

It was unanimously **RESOLVED** that the Chairman's allowance stay at £250.

2008/006 TO APPOINTMENT MEMBERS TO SERVE ON COMMITTEES.

It was **RESOLVED** that any member of the Council can sit on any Committee/Working Party unless otherwise stated in the Council's Standing Orders. It was agreed that the following Committee be formed for 2008/2009

Planning and Licensing Committee.

M Benson, J Blackburn, S Butler, I Colpitts (to be confirmed), C Hukin, P Neville, L Page and I Skidmore.

Leisure Facilities and Open Spaces Committee.

M Benson, J Blackburn, S Butler, I Colpitts (to be confirmed), L McLusky and J Roper.

Finance Committee.

S Butler, C Hukin, P Neville, L Page, J Roper and I Skidmore.

Policy and Resources Committee. *(As and when required)*

Chairman and Chairpersons of Standing Committees.

Appeals Committee. *(As and when required)*

Chairman, Vice-Chairman of the Council and Chairpersons of Standing Committees

*At this juncture the Clerk recommended that a "Complaints Committee" be set up for the Council as it is mentioned that one should convene in the Council's Standing Orders; Code of Practice for complaints from 'Other Agencies/Organisations'. This was **agreed** by Council.*

Complaints Committee: *(As and when required)*

Chairman, J. Roper, L. McLusky, S. Butler and I. Colpitts

Staff Disciplinary/Grievance Panel: *(As and when required)*

Chairman, J. Roper, L. McLusky, S. Butler.

2008/007

TO APPOINT MEMBERS TO SERVE ON WORKING PARTIES:

Youth Working Party:

J. Roper, J. Blackburn, M Benson, L. McLusky, I Colpitts (to be confirmed), S. Butler & members of the public.

Cleaner Villages Week Working Party:

M Benson, J. Roper, J. Blackburn, L. McLusky, Mrs. S. Butler & members of the public.

Civic Centre Working Party:

M Benson, J. Roper, C. Hukin, I Colpitts (to be confirmed), P. Neville, I. Skidmore, L. McLusky & J. Blackburn

Planning Working Party:

Members of the Parish Council
Members of the Welwyn Planning and Amenity Group
Members of the Parish Plan Steering Committee

2008/008

TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES:

Welwyn Road Safety Committee:

L. Page & I Colpitts (to be confirmed)

Twining Committee:

S. Butler

Welwyn Festival Group:

L. McLusky

Welwyn Hatfield Association of Local Council's Forum:

Chairman and Clerk

Welwyn Hatfield District, Parish & Town Council's Forum:

Open invitation to all Councillors

Tenterfield School Governor

J. Blackburn

Hertfordshire Association of Local Councils

P. Neville

Welwyn United Charities

L. McLusky

- 2008/009 TO FIX THE DATES OF THE ORDINARY & COMMITTEE MEETINGS FOR THE ENSUING YEAR:**
The Clerk presented the draft calendar.
It was unanimously **RESOLVED** to accept the dates for the ordinary Council meetings and Committee meetings. It was also agreed that the Annual Parish Assembly will be held on 21st May 2009 and the Annual Parish Council meeting will be held on 12th May 2009
- 2008/010 TO AGREE THE INTERNAL AUDITOR FOR 2008/2009:**
It was unanimously **RESOLVED** that Steve Vine of A B Services continues as the Internal Auditor for the Council and that he completes internal audits throughout the year.
- 2008/011 TO FIX THE DATES AND TIMES OF THE BUDGET TIMETABLE FOR THE COUNCIL FOR THE ENSUING YEAR:**
The Clerk produced the draft suggested dates and times for the consideration of the 2009/2010 budget and precept.

It was unanimously **RESOLVED** to accept the dates and times presented and those Committees should adhere to the dates of the budget timetable.
- 2008/012 TO APPROVE SECTION 1 (Statement of Accounts) OF THE ANNUAL AUDIT RETURN FOR THE YEAR ENDED 31ST MARCH 2008:**
It was unanimously **RESOLVED** that the Council accepts the figures shown in Section 1 on the Annual Return and agreed that the Chairman and Clerk sign the statement.
- 2008/013 TO APPROVE SECTION 2 (Annual Governance Statement) OF THE ANNUAL AUDIT RETURN FOR THE YEAR ENDED 31ST MARCH 2008:**
The Council considered the questions asked in the Annual Governance Statement and agreed that the Council is satisfied that it has a sound system of

internal financial control It was unanimously **RESOLVED** that the Chairman and Clerk sign the statement.

The Council agreed:

**Section 1 – YES, Section 2 – YES, Section 3 – YES, Section 4 – YES,
Section 5 – YES, Section 6 - YES
Section 7 – YES, Section 8 – YES & Section 9 – NOT APPLICABLE.**

2008/014

TO REVIEW THE COUNCIL’S STANDING ORDERS:

Public Question Time: It was **RESOLVED** that on page 12, under ‘Public Participation’, Section 64, (the second paragraph) that the word “Parishioner” be replaced with “Elector”.

Order of Business: It was **RESOLVED** that on page 27, E4, section 4.1. No.5, that, “To deal with any other business” be deleted.

2008/015

ANNUAL PARISH ASSEMBLY:

The Clerk presented the draft Annual Report Booklet which will be available to members of the public in time for the Annual Parish Assembly. She also presented the draft agenda and the arrangements for the meeting.

2008/016

CLOSE OF THE MEETING:

The Chairman thanked everyone for their attendance and closed the meeting at 9.01pm

Signed.....Chairman of the Council

Date 27th May 2008