

**MINUTES OF THE ANNUAL MEETING OF
WELWYN PARISH COUNCIL
HELD ON MONDAY 23RD MAY 2011 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor P Neville (Chairman), Councillor J Blackburn (Vice Chairman) and Councillors M Benson, M Castle, C Hukin, J Khan, B McKay, L McLusky and I Skidmore.

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

PUBLIC PARTICIPATION: One member of the public was present

2011/051 ELECTION OF CHAIRMAN

It was proposed by Councillor Benson, seconded by Councillor McLusky and

RESOLVED "that Councillor Peter Neville be elected as Chairman of the Council for the ensuing year".

Unanimously agreed.

DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Peter Neville then read out and signed his declaration of Acceptance of the office of Chairman for the 2011/2012 municipal year.

Councillor Neville on behalf of the Council wished to pay tribute to the professional and calm Chairmanship of the Council for the past three years by Councillor Blackburn, especially steering the Council through a very difficult period.

2011/052 ELECTION OF VICE-CHAIRMAN

It was proposed by Councillor Benson, seconded by Councillor McLusky and

RESOLVED " that Councillor John Blackburn be elected as Vice-Chairman of the Council for the ensuing year".

Unanimously agreed.

DECLARATION OF ACCEPTANCE OF OFFICE

Councillor John Blackburn then read out and signed his declaration of Acceptance of the office of Vice-Chairman for the 2011/2012 municipal year.

2011/053 WELCOME TO NEWLY ELECTED COUNCILLORS

Councillor Neville congratulated all Councillors on their re-election to the Council for the four year period May 2011 to May 2015. A special welcome was extended to two new Councillors, Janet Khan and Mark Castle.

2011/054 CHAIRMAN'S ALLOWANCE FOR 2011/2012

It was proposed by Councillor Benson, seconded by Councillor Skidmore and

RESOLVED "that the Chairman's annual allowance remains unchanged at £ 250 for the 2011/2012 municipal year".

Unanimously agreed.

2011/055 TO APPOINT MEMBERS TO SERVE ON THE COUNCIL'S COMMITTEES.

Following discussion it was proposed by the Chairman, Councillor Neville, seconded by Councillor Blackburn and

RESOLVED "that the membership of the Council's Committees and Working Parties be as follows:

PLANNING AND LICENSING COMMITTEE

Councillors C Hukin, M Benson, M Castle, B McKay, P Neville and I Skidmore.

LEISURE FACILITIES AND OPEN SPACES COMMITTEE

Councillors L McLusky, M Benson, J Blackburn, J Khan and B McKay.

FINANCE COMMITTEE

Councillors I Skidmore, J Blackburn, M Castle, C Hukin, B McKay and P Neville.

RECRUITMENT WORKING PARTY

The Chairman, Councillor Neville, and Councillors Benson, Blackburn, Castle, Hukin and Skidmore.

POLICY AND RESOURCES COMMITTEE

Chairman of the Council and Chairpersons of Standing Committees.

APPEALS COMMITTEE

Councillors Benson, Khan, McLusky and Skidmore.

COMPLAINTS COMMITTEE

The Chairman, Councillor Neville and Councillors Benson, Castle and McLusky.

A detailed list is attached as

APPENDIX 1

2011/056 TO CO-OPT MEMBERS OF THE PUBLIC ONTO THE COUNCIL'S COMMITTEES

It was proposed by the Chairman, Councillor Neville, seconded by Councillor Hukin and

RESOLVED “that Mr Jon Green and Mr Ron Oxley, representing the Planning and Amenity Group, be co-opted onto the Planning and Licensing Committee, and that Doctor Herbert Ober be co-opted onto the Planning and Licensing Committee as a Tree Warden”.

Unanimously agreed.

2011/057 TO APPOINT REPRESENTATIVES ON OUTSIDE BODIES

Welwyn Road Safety Committee

Councillor J Khan

Twinning Committee

Vacant

Welwyn Festival Group

Councillor B McKay

Welwyn Hatfield Association of Local Councils

All Councillors

Welwyn Hatfield District, Parish and Town Councils Forum

The Chairman and the Clerk

Tenterfield School Governor

Councillor J Blackburn

Oaklands Primary School Governor

Vacant

Hertfordshire Association of Local Councils

Councillor Neville

Welwyn United Charities

Councillors C Hukin and L McLusky

Welwyn Plan Action Group

Councillor I Skidmore

A detailed list is attached as

APPENDIX 2

2011/058 DETAILS OF THE COUNCIL'S ORDINARY AND COMMITTEE MEETINGS OF THE COUNCIL FOR THE ENSUING YEAR.

Details circulated with the Agenda as Appendix 3, agreed at the last Full Council meeting, were noted, with one change to the formatting. Copy attached as **APPENDIX 3**

2011/059 TO AGREE THE INTERNAL AUDITOR FOR 2011/2012

Following investigations into suitably qualified Internal Auditing Companies, Auditing Solutions Ltd. were employed to undertake the Internal Audit of the Councils internal procedures to include

- Corporate Governance
- Accounting Procedures
- Asset register and management of risks
- Precept determination and budget control
- Income control systems
- Salaries
- Asset registers
- Bank reconciliations
- Financial statements

Following discussion it was proposed by Councillor Benson, seconded by Councillor Skidmore and

RESOLVED "that Auditing Solutions Ltd be employed to undertake the Council's Internal Audit for the 2011/2012 municipal year".

Unanimously agreed.

2011/060 TO AGREE THE DATES AND TIMES OF THE BUDGET TIMETABLE OF THE COUNCIL FOR THE ENSUING YEAR

Details of the budget timetable were circulated with the Agenda as Appendix 4.

It was proposed by Councillor Neville, seconded by Councillor Skidmore and

RESOLVED "that the budget timetable be agreed".

Unanimously agreed.

2011/061 DECLARATION OF INTEREST

None were reported.

2011/062 MINUTES OF THE MEETING HELD ON THE 18TH APRIL 2011

Two corrections were made, add to the attendance list, Councillor P Neville and correct the spelling of 'principal'.

RESOLVED “that the amended Minutes of the Council meeting held on the 18th April 2011 be approved and signed”.

Unanimously agreed.

2011/063 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 18TH APRIL 2011.

2011/043(a) Councillor McKay advised progress was being made with the participating commercial properties regarding the agreement to allow the public to use their toilet facilities. Due to unforeseen circumstances one of the commercial properties was now not to participate in the scheme. However the Council agreed to Councillor McKay approaching a third commercial property in the village centre. Investigation to be made with Hertfordshire Highways regarding the possible erection of signs advising visitors of the location of hotels in the village centre.

2011/064 CASUAL VACANCY

A notice has been posted advertising two Casual Vacancies, one in the Welwyn Village Ward and one in the Oaklands & Mardley Heath Ward, requesting applications by Friday 10th June 2011.

2011/065 REPORTS OF COMMITTEES

Planning and Licensing: Councillor C Hukin, Chairman of the Committee, presented a report of the meeting held on the 29th March 2011 and answered questions.

2011/066 CEMETERY REGULATIONS

Following discussion it was agreed to place this item on the next Leisure Facilities and Open Spaces Committee Agenda for discussion.

2011/067 MIMRAM RESTORATION

Details of a Mimram Restoration project being undertaken by the Friends of the Mimram were circulated with the Agenda as Appendix 6.

Following discussion it was proposed by Councillor Blackburn, seconded by Councillor McLusky and

RESOLVED “that the Parish Council fully supports the work being undertaken by the Friends of the Mimram”.

Unanimously agreed.

2011/068 PROPOSED REFURBISHMENT OF THE PAVILION

A report of the tendering process was circulated with the Agenda as Appendix 7.

Following discussion it was proposed by Councillor McLusky, seconded by Councillor Benson and

RESOLVED "that the tender from Abbey Builders (London) Ltd for a total cost of £ 76,156.34 be accepted".

Unanimously agreed.

2011/069 COLLAPSED DRAINS - PARISH CENTRE AND SCOUT HUT

The drains servicing only the Parish Centre and the Scout Hut have collapsed. The cost of the required repair work is £ 6,650. The Scouts have agreed to give a donation to the Council to fund 50% of this work.

Following discussion it was proposed by Councillor Neville, seconded by Councillor Benson and

RESOLVED "that the funding to cover the required repairs 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

2011/070 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 2012 Annual Council meeting".

Unanimously agreed.

Consultancy Agreement

RESOLVED "that the Consultancy Agreement be agreed".

Unanimously agreed.

2011/071 CLOSE THE MEETING

The Chairman thanked all present and declared the meeting closed at 9.45pm

Signed.....Chairman, Welwyn Parish Council

20th June 2011