

**MINUTES OF THE MEETING OF
WELWYN PARISH COUNCIL
HELD ON MONDAY 14th DECEMBER 2009 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor J Blackburn (Chairman) and Councillors A Blackett, S Butler, I Colpitts, C Hukin, R McKay, L McLusky, P Neville, H Ober and I Skidmore

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

APOLOGIES: Councillor M Benson

PUBLIC PARTICIPATION: No members of the public attended the meeting.

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2009/160 DECLARATION OF INTEREST:

Councillor Ober declared an interest in item 2009/166 (1) and would leave the room whilst this item was debated.

2009/161 MINUTES OF THE COUNCIL MEETING HELD ON 30th NOVEMBER 2009

RESOLVED that the Minutes of the Council meeting held on the 30th November 2009, be approved and signed.

Unanimously agreed.

2009/162 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 30th NOVEMBER 2009.

2009/155 WELLINGTON PUBLIC HOUSE, THE ONE WAY SYSTEM AND THE EFFECT ON THE VILLAGE.

On page four, third paragraph, delete half and insert 'five'.

Page four paragraph five, line five after introduced add the following 'traders unanimously agreed the direction of the one way system should be south to north which they considered the least bad option'.

2009/163 DRAFT BUDGET 2010-2011

1. Draft Budget

The following financial papers were circulated with the Agenda as Appendix 1

- Draft Budget Summary for 2010-2011
- Income and Expenditure to the end of October 2009
- Forecast to the 31st March 2010
- Detailed Draft budget by Income and Expenditure code for 2010-2011

2. A Draft Budget excluding the appointment of an Assistant Clerk was circulated

with the Agenda as Appendix 2

3. Chairman of Finance, Councillor Skidmore's report was circulated with the Agenda as Appendix 3

Additional financial information regarding the level of Council reserves was tabled and is attached as **APPENDIX 1**

Following discussion it was agreed that an Assistant Clerk be employed 15 hours per week on a one year contract 1st April 2010 – 31st March 2011. This post to be funded by the Public Works Loan Board (PWLB) loan, as manager of the refurbishment project. The role to be assessed during the year and a permanent contract considered during the budgeting process for the year 2011-2012.

Consideration was given to reducing costs by not installing an additional water butt on the allotment site, reducing the frequency of tree and hedge maintenance, reducing the maintenance budget for Council owned buildings and funding some of the budget from reserves. The Chairman of Finance Councillor Skidmore advised the budget had been constructed using zero budgeting and was largely an operational budget. A Maintenance budget for all buildings is essential to ensure once refurbished, the standard is maintained.

It was agreed however that during the year all services would be reviewed to ensure value for money and service provision is achieved whilst reducing costs where possible. The level of service provision would also be investigated and cuts made were the Council consider this would not be to the detriment of the Community.

Councillor McKay proposed that the Council accept the draft budget as detailed in Appendix 2 of the Agenda, however during 2010-2011 embark on a review of all services with a view to cutting costs were possible.

It was proposed by Councillor McKay, seconded by Councillor Colpitts and

RESOLVED “that

a Precept of £ 287,579 as detailed in Appendix 2 of the Agenda be agreed

- a) an Assistant Clerk be appointed on a one year contract 1st April 2010 – 31st March 2011 15 hours per week

**Vote: 7 for
1 against
2 abstentions**

Agreed by a majority vote

It was proposed by Councillor McKay, seconded by Councillor Blackett and

RESOLVED “that the level of service delivery and service provision be investigated during the year with a view to cutting costs were possible

**Vote: 9 For
1 abstention
Agreed by a majority vote**

2009/164

CHARGES FOR THE USE OF COUNCIL OWNED FACILITIES.

A schedule was circulated with the Agenda as Appendix 4

At the Full Council meeting held on the 30th November the following resolution was unanimously agreed.

“that fees for the hire of Council facilities would remain unchanged for the 2010-2011 financial year.”

Although acknowledging that running costs of the Council’s facilities had increased, the Council agreed to subsidise the use of their facilities during 2010-2011 to help local clubs, organisations and the community, who are facing their own problems during these difficult times. Charges for the use of facilities would be re-considered for the 2011-2012 year.

Cemetery charges to be reviewed by the Leisure Facilities and Open Spaces Committee at their next meeting.

2009/165 REVIEW OF CHARGES FOR USE OF THE COUNCIL’S PHOTOCOPIER

A4 Black and White Copy per sheet	10p
A4 Colour copy per sheet	15p
A3 Black and White copy per sheet	20p
A3 Colour copy per sheet	25p

It was proposed by the Chairman Councillor Blackburn, seconded by Councillor Skidmore and

RESOLVED “That photocopying charges remain unchanged for the 2010-2011 financial year.”

Unanimously agreed.

2009/166 REVIEW OF RENTS RECEIVED FROM TENANTS OF COUNCIL OWNED PROPERTY

1. Spindlebury Cottage . £ 825 per month= £9,900per annum

The Acting Clerk to research this item for discussion at the next meeting.

2. Bowls Club Lease

The Bowls Club lease is due for review December 09. The Bowls Club has been informed that a review is being undertaken and that a quotation from Brown and Lee Chartered Surveyors of £ 500 to review the lease has been received. The Bowls Club requested an offer of a 20% increase in the annual rental be considered rather than undertaking a professional valuation. The rent for the previous 5 year period was £ 1040.

Following advice for the Council’s External Auditor and discussions with a representative from the Bowls Club, Brown and Lee Chartered Surveyor has been instructed to value the lease for the 2009 – 2014 period.

3. SPORTS AND SOCIAL CLUB LEASE. REVIEW DATE 31ST MARCH 2010.

The Sports and Social Club have been advised that a review of the lease is to be undertaken and for their agreement that Brown and Lee Chartered Surveyors undertake this review on behalf of the Council.

4. TENNIS CLUB LEASE. REVIEW DATE 1ST APRIL 2012

The Acting Clerk advised that according to an agreement with the Tennis Club to manage Council owned tennis courts, the Tennis club should provide accounts quarterly to the Parish Council of monies collected from member's o the general public using Council owned courts.

The Acting Clerk to investigate this matter and report to the next Leisure Facilities and Open Spaces Committee meeting.

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.

2009/167 MINUTES OF THE COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 30TH NOVEMBER 2009

RESOLVED’ that the Minutes of the Council Meeting (Exempt Business) held on the 30TH November 2009 be approved and signed”.

2009/169 The Chairman thanked all present and declared the meeting closed at 9.01pm.

Signed.....Chairman, Welwyn Parish Council

Dated 21st December 2009