

MINUTES OF THE MEETING OF

WELWYN PARISH COUNCIL

HELD ON MONDAY 20th JUNE 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

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2011/072 DECLARATION OF INTEREST

None were reported.

2011/073 MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 23RD MAY 2011

RESOLVED "that the Minutes of the Annual Council meeting held on the 23rd May 2011 be approved and signed".

Unanimously agreed.

2011/074 MATTERS OF REPORT FROM THE ANNUAL COUNCIL MEETING HELD ON THE 23RD MAY 2011

CIVIC CENTRE

THE FUTURE MANAGMENT OF THE CIVIC CENTRE BEYOND 2014

The Clerk confirmed that "The Future Management of the Civic Centre beyond 2014" was a live item of business on which she was still chasing for a response from Welwyn Hatfield Borough Council.

2011/075 CASUAL VACANCY

Three applications for the two casual vacancies on the Council have been received. A resume of each applicant was circulated with the Agenda as Appendix 1. The Chairman, Councillor Neville tabled a paper setting out the procedure for managing this Agenda item. A copy is attached as **APPENDIX 1**

The Chairman asked Councillors if they want to proceed to make the co-options on the basis of the letters the three applicants have written, or alternatively do they wish to defer it for a month to meet the applicants in person(if they are able to attend the July Full Council meeting)?

It was proposed by the Chairman, Councillor Neville and

RESOLVED “that the co-options be proceeded with at this meeting.”

Unanimously agreed

If the Council wish to discuss the merits of the respective applicants, this item would be moved into the “exempt business” part of the agenda, or the Council could proceed to a vote straight away, without debate.

It was proposed by the Chairman, Councillor Neville and

RESOLVED TO RECOMMEND “that the co-options be preceded without debate.”

**Vote: 2 for
7 Against
The motion was not carried.**

This item was therefore moved into the ‘Exempt Business’ part of the Agenda.

2011/076 REPORTS OF COMMITTEES

Planning and Licensing: Councillor C Hukin, Chairman of the Committee, presented a report of the meeting held on the 31st May 2011 and answered questions.

Finance: Councillor I Skidmore, Chairman of the Committee presented a report of the meeting held on the 13th June 2011 and answered questions.

2011/077 FINAL ACCOUNTS FOR THE YEAR 1ST APRIL 2010 – 31ST MARCH 2011

At the meeting held on the 13th June 2011, the Finance Committee recommend Full Council approve the following Accounts, Accounting statements and Internal Audit Reports.

1. To approve the Actual Accounts for 2010/2011 to include the Explanatory Foreword circulated with the Agenda as Appendix 2.

It was proposed by Councillor Skidmore, seconded by Councillor Blackburn and **RESOLVED** “that Full Council approve the Actual Accounts for 2010/2011 to include the Explanatory Foreword.”

Unanimously Agreed

2. A completed copy of the Audit Commission Annual Return for the Year ended 31st March 2011 was circulated with the Agenda as Appendix 3.

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

RESOLVED “that the statement of accounts for Welwyn Parish Council, as detailed in Section 1 of the Annual Return, for the year ended 31st March 2011 be approved.”

Unanimously agreed.

3. It was proposed by Councillor Skidmore, seconded by Councillor Blackburn and

RESOLVED “that Full Council approves the Annual Governance Statement for Welwyn Parish Council as detailed in Section 2 of the Annual return for the year ended 31st March 2011.”

Unanimously agreed.

A letter to the external auditor, BDO LLP giving an explanation of significant variations from last year, year ended 31st March 2010 and this year, year ended 31st March 2011, was tabled and is attached as **APPENDIX 2.**

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

RESOLVED “that the letter to the external auditor, BDO LLP, giving an explanation of significant variations from last year, year ended 31st March 2010 and this year, year ended 31st March 2011 be approved.”

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Unanimously agreed

4. The Intermediate Audit Questionnaire for the Year Ended 31st March 2011 to include requested documentation was circulated with the Agenda as Appendix 4

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

RESOLVED “that Full Council approves

- a) the Intermediate Audit Questionnaire for the year ended 31st March 2011, and all requested documentation as detailed in Appendix 4 of the Agenda.
- c) the Interim Internal Audit Report and the Council’s response to this document
- d) the Final Internal Audit Report and the Council’s Response to this document.”

Unanimously agreed.

2011/078

STANDING ORDERS

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

RESOLVED “that the Chairman and the Clerk be authorised to review the Council’s Policies and Procedures File, which includes Standing Orders, for discussion at the next meeting.”

Unanimously agreed.

2011/079 PROVISION OF PUBLIC TOILETS IN WELWYN.

Councillor McKay advised he had held meetings with the three commercial properties who had agreed to progress the provision of Public Toilet facilities on their premises and was to give a presentation to the Council this evening. At the last moment however one of the properties had withdrawn this offer. The commercial company who had withdrawn was intended to be used mainly by allotment plot holders. Following discussion with the Welwyn Allotment Association (WAA) it transpired this facility was not required. Councillor McKay advised he had informed local groups and associations of the Council's plans to provide funding to two commercial properties to enable them to offer public use of their toilet facilities and copies of signage to these facilities was tabled and is attached as **APPENDIX 3**. As both companies are to offer disabled and baby changing facilities the annual fee to each business would be £ 700. Hertfordshire Highways advised the signs would cost approximately £ 60 - £ 80 each depending on the amount of words on each sign and would require their approval.

The two commercial companies request brown tourist signs are also installed on the highway pointing to their hotel, restaurant etc. facilities. Signs would also be installed in the host sites advising the public how to make a complaint if the facilities are not well maintained. Councillor McKay advised he will give a presentation at the next Full Council meeting to include all documentation for Council approval.

EXEMPT BUSINESS

To exclude the Press and Public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 for the following items on the Agenda, on the grounds that it may involve the likely disclosure of confidential contractual information.

2011/080 MINUTES OF THE ANNUAL COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 23rd MAY 2011

RESOLVED that the Minutes of the Annual Council Meeting (Exempt Business) held on the 23rd May 2011 be approved and signed."

2011/082 RESOLVED "That all candidates for both wards be considered in one single vote."

RESOLVED "that Mr B Morris be co-opted onto the Council to represent the Oaklands & Mardley Health Ward, and that Mr A Woolgar be co-opted onto the Council to represent the Welwyn Village Ward."

2011/083 CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 9.35pm.

Signed.....Chairman, Welwyn Parish Council
25th July 2011.