

MINUTES OF THE MEETING OF

WELWYN PARISH COUNCIL

HELD ON MONDAY 29th NOVEMBER 2010 AT

THE PARISH CENTRE LOCKLEYS DRIVE WELWYN

WHICH COMMENCED AT 7.45PM

PRESENT: Councillor J Blackburn (Chairman) and Councillors M Benson, A Blackett, S Butler, C Hukin, B McKay, P Neville and L McLusky

IN ATTENDANCE: A Pack (Clerk to the Council)

APOLOGIES Councillor I Colpitts

PUBLIC PARTICIPATION No members of the public were present

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2010/136 DECLARATION OF INTEREST:

There were no declarations of interest.

2010/137 MINUTES OF THE COUNCIL MEETING HELD ON 25th OCTOBER 2010

RESOLVED that the Minutes of the Council meeting held on the 25th October 2010 be approved and signed.

Unanimously agreed.

2010/138 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 25th OCTOBER 2010.

Minute Number 2010/119 registering land as a Village Green in Digswell. Following discussion it was agreed this item be included on the next Leisure Facilities and Open Spaces Committee Agenda.

2010/139 CASUAL VACANCY

An application for Co-option onto the Council had been received from Mr B Bryant. His resume was circulated with the Agenda as Appendix 1. As Mr Bryant was not present this matter was deferred to the next Full Council meeting. The Chairman advised a second person had expressed an interest in this position and was to be requested to submit a resume.

2010/140 PROVISION OF PUBLIC TOILETS IN WELWYN.

Councillor McKay tabled a leaflet entitled 'Community Toilet Scheme attached as **APPENDIX 1** Councillor McKay advised he had approached several licensed premises and had received a positive response to his request, that they consider opening their toilets to public use. Two premises in particular, situated at each end of the village centre were considering participating in this project. The Council to consider offering an annual sum of £ 500 to both premises to help with the additional cost of consumables and cleaning etc. This money is already in the budget and would not incur the Council in additional expenditure.

It was proposed that signage be installed advising residents, and visitors to the village, where public toilets are available, and also that a leaflet be produced. Participating premises could also display a sticker in their window as detailed in Appendix 1. Councillor McKay agreed to contact Richmond Council to seek permission to use their artwork.

Following discussion it was agreed a contract should be drawn up between the Council and participating commercial premises and that this should be monitored by the Council. Councillor McKay to produce a leaflet and a draft contract for discussion at a future Full Council meeting.

The Chairman thanked Councillor McKay for the excellent progress he had achieved with this project to date.

Councillor McKay left the meeting at 8.05pm

2010/141 REPORTS OF COMMITTEES

Planning and Licencing: Councillor Butler, Vice Chairman of the Committee, presented reports of meetings held on the 2nd and 23rd November 2010 and answered questions.

Finance. Councillor Neville, Vice Chairman of the Committee presented a report of the meeting held on the 15th November 2010 and answered questions. Councillor Benson appreciated the detailed reporting of the first interim internal audit. The budget to be discussed as an Agenda item.

2010/142 INTERNAL AUDIT 1ST APRIL 2010 – 31ST MARCH 2011

The first interim Internal Audit was undertaken on the 29th October 2010. The full report was circulated with the Agenda as Appendix 2

The Clerk's response to issues raised in the report was circulated with the Agenda as Appendix 3.

Councillor Hukin joined the meeting at 8.15pm.

Following discussion it was agreed that ear marked reserves would be identified in the accounts and that receipts which can only be used for capital projects be identified in the accounts also. It was agreed that following the Parish Council elections next year a four year Financial Forward Plan would be produced. The aim of the Financial Four Year Forward Plan would be to enable the Council to plan how they would fund projects and manage their financial affairs over the longer term.

2010/143 CIVIC CENTRE

1. OPEN DAY- SATURDAY 11TH DECEMBER 2010.

A Civic Centre Open Day Working Party Meeting was held on the 2nd November 2010. Minutes were circulated with the Agenda as Appendix 4.

Grant Shapps MP is to open the ceremony at 10.30am along with Welwyn Hatfield Borough Councillor (WHBC) R Smith and the Chairman of the Council Councillor J Blackburn. Displays are to be held in the main hall and the small hall and refreshments are to be served. St Mary's School Choir is to sing at 10 – 10.30am and St John School Choir is to sing 11.30 – 12 noon. A detailed programme of events is attached as **APPENDIX 2**

WHBC have in the past displayed posters of Welwyn Village as it was in the past and is now. Permission to be sought to borrow the posters for the opening ceremony.

2. THE FUTURE MANAGEMENT OF THE CIVIC CENTRE BEYOND 2014

A meeting was held with the Head of Corporate Property, WHBC on the 15th October 2010. Notes of the meeting were circulated with the Agenda as Appendix 5.

The Chairman advised that the Head of Corporate Property had no authority to discuss transfer of ownership of the Civic Centre; this matter would need to be discussed with the Leader of the Council, Councillor J Dean. Following discussion it was agreed that the Chief Executive of WHBC should be included in any meetings with Councillor Dean. The Clerk to request Herts Association of Parish and Town Council's (HAPTC) provide examples of instances where property has been transferred from District/Borough Councils to the Parish and Town Council tier of Local Government.

2010/144 APPLICATION FOR GRANT AID

1. Welwyn United Charities requesting a donation. details were circulated with the Agenda as Appendix 6.

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

RESOLVED "that a donation of £ 200.00 be agreed".

Unanimously agreed

2. Victim Support in Hertfordshire requesting grant aid, details were circulated with the Agenda as Appendix 7. As the Council's policy is to support local charities who have limited opportunities to access funding, this request was refused.

2010/145 DRAFT BUDGET FOR THE 2011.2012 FINANCIAL YEAR.

1. A Preamble to the Draft Budget was circulated with the Agenda as Appendix 8

2. **Draft Budget**

The following financial papers were circulated with the Agenda as Appendix 9

- Summary of Actual Accounts for 2010.2011
- Draft Budget Summary for 2011.2012
- Detailed Income and Expenditure to the end of October 2010.
- Detailed Draft budget by Income and Expenditure code for 2011-2012

At the Finance Committee meeting held on the 8th November 2010, it was proposed by the Chairman, Councillor Skidmore, seconded by the Vice-Chairman Councillor Neville and

RESOLVED TO RECOMMEND "that the draft budget, as amended, showing a Precept of

£ 294,772 for the 2011.2012 financial year, be agreed by Full Council

The recommendation was unanimously agreed.

The Vice Chairman of the Finance Committee Councillor Neville presented the draft budget and advised that Included in the budget over and above the general annual expenditure are the following:

- the annual repayment of the PWLB of £ 25,031

- sufficient funds to employ a relief caretaker
- Annual maintenance of the Civic Centre and the Whitehill Centre.

Councillor Neville advised that the Finance Committee had, through very careful budgeting, managed to contain the increase in Precept for the 2011.2012 year to 2.5% which is below inflation. The Finance Committee also agreed to invest approximately £ 200,000 in a high interest account.

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

RESOLVED “that a Precept of £ 294,772 as detailed in Appendix 9 for the financial year 2011.2012 be agreed.”

Unanimously agreed.

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.

2010/146 MINUTES OF THE COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 25th OCTOBER 2010.

RESOLVED” that the Minutes of the Council meeting (Exempt Business) held on the 25TH October 2010 be approved and signed”.

2010/147 CLOSE OF MEETING

The Chairman thanked all present and declared the meeting closed at 9.31pm

Signed.....Chairman, Welwyn Parish Council

20th December 2010.