

**A MEETING OF
WELWYN PARISH COUNCIL
To Be Held In The Parish Centre, Lockleys Drive. Welwyn.
ON Monday 25th JANUARY 2010
COMMENCING AT 7.30 PM**

7.30PM: PUBLIC PARTICIPATION: 15 MINUTES IS ALLOWED FOR THE PUBLIC TO ADDRESS THE COUNCIL

7.45PM: COUNCIL MEETING: TO TRANSACT THE FOLLOWING BUSINESS

AGENDA

- 1. WELCOME**
 - 2. APOLOGIES FOR ABSENCE**
 - 3. DECLARATION OF INTEREST**
 - 4. MINUTES OF THE COUNCIL MEETING HELD ON 21ST DECEMBER 2009**
 - 5. MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON THE 21ST DECEMBER 2009**
 - 6. REPORTS OF COMMITTEES**
 - **Planning and Licencing** 1st and 22nd December 2009 and 12th January 2010.
 - **Leisure Facilities and Open Spaces** 11th January 2010
 - 7. SPECIAL EXPENSES 2010/2011** APPENDIX 1
 - 7. INTERNAL AUDIT 1ST APRIL 2009 – 31ST MARCH 2010**
 1. The Council's internal auditors Auditing Solutions Ltd programme (scope) to examine in detail the Councils internal procedures to include
 - Corporate Governance,
 - accounting procedures
 - asset and management of risks
 - Precept determination and budget control
 - income control systems,
 - salaries, asset registers,
 - bank reconciliations
 - Financial statements. APPENDIX 2

To be proposed by the Chairman
"that the Internal Audit programme detailed in Appendix 1 be adopted".
 2. Internal Audit Report 2009-2010 (First Interim) attached as APPENDIX 3
 3. A second Internal Audit is to be undertaken prior to the year end audit, dates to be advised.
- 7 REVIEW OF RENTS RECEIVED FROM TENANTS OF COUNCIL OWNED PROPERTY**

7.1 Spindlebury Cottage £ 825 per month= £9,900per annum
A review of rentable property locally ascertained that the rent for Spindlebury cottage is in line with other similar properties in the area.
Recommendation: that the rent for Spindlebury Cottage remains unchanged for the 2010-2011 financial year.

7.2 Bowls Club Lease
The Bowls Club lease was due for review December 09. The Bowls Club were informed that a review was to be undertaken and that a quotation from Brown and Lee Chartered Surveyors of £ 500 to review the lease had 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, the terms of the lease should be followed

and a professional valuation sought for the lease for the period 1st December 2009- 30th November 2014. Report awaited.

7.3 Sports and Social Club Lease

The Sports and Social Club Lease is due for renewal March 2010. A letter has been sent to the Sports and Social Club, response awaited. A professional valuation is being undertaken.

8. GRANT AID

Road Victim Trust requesting financial support

APPENDIX 4

9. POLICE COMMUNITY SUPPORT OFFICERS (PCSO's)

1 The Chairman and Inspector Grout signed the agreement for Welwyn Parish Council to financially support 50% of the employment of a PCSO in the Welwyn Parish for two years 1st April 2010 – 31st March 2012 at a cost of £ 14,250 for the first year with a possible inflation linked increase for the second year.

The signed agreement to be approved by Full Council Attached as

APPENDIX 5

2 The Council to consider funding the supply of a bicycle for use by the Welwyn dedicated PCSO at a cost of £ 450 per annum. This includes purchase of a bicycle and the relevant protective clothing.

3 PCSO Update January 2010.

APPENDIX 6

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.

10. MINUTES OF THE COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 21ST DECEMBER 2009

11. APPEALS COMMITTEE

Report by Councillor Blackett

12. CLOSE OF MEETING

Anita S Pack

Acting Clerk to the Council

Posted: 20TH January 2010.