

**YOU ARE HEREBY SUMMONED TO ATTEND
A MEETING OF
WELWYN PARISH COUNCIL
To Be Held In
THE PARISH CENTRE, LOCKLEYS DRIVE, WELWYN
ON MONDAY 31st JANUARY 2011
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 ACCEPTANCE OF OFFICE**
Mr William Morris to sign his Declaration of Acceptance of office.
- 4. DECLARATION OF INTEREST**
- 5. MINUTES OF THE COUNCIL MEETING HELD ON 20TH DECEMBER 2010**
- 6. MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH DECEMBER 2010**
- 7. REPORTS OF COMMITTEES**
 - **Planning and Licencing** **4th and 25th January 2011**
- 8. COUNCIL TAX LEAFLET 2011.2012**
To consider the draft Council tax Leaflet for the 2011.2012 year. Attached as **APPENDIX 1**
- 9. PROVISION OF PUBLIC TOILETS IN WELWYN.**
Progress report to be made at the next meeting.
- 10. ST MARY'S CLOSED CHURCHYARD**
A tree survey was undertaken of trees in the closed churchyard, to update the original survey which was undertaken in 1998. Original survey attached as **APPENDIX 2**
The trees are in a conservation area and required planning permission prior to the commencement of any work. Welwyn Hatfield Borough Council (WHBC) Tree Officer's report and approved contractors list attached as **APPENDIX 3**
Three quotations have been received to complete the work attached as **APPENDIX 4**
- 11. CIVIC CENTRE**
THE FUTURE MANAGMENT OF THE CIVIC CENTRE BEYOND 2014
A meeting has been scheduled to take place on the 21st February 2011 with Welwyn Hatfield Borough Councillor John Dean, the Chief Executive Michel Saminaden, the Chairman Councillor John Blackburn, the Chairman of Finance Councillor Ian Skidmore and the Clerk. He meeting is to commence at 5.30pm
FRONT ENTRANCE STEPS
The front entrance steps have become unsafe due to frost damage and age and the area leading to the Civic Centre has become uneven with some loose slabs, creating a trip hazard... In the process of obtaining quotations to repair these areas, the steps no longer conform to building regulations and will require re-building. Specification attached as **APPENDIX 5**
Quotations attached as **APPENDIX 6**
- 12. TO CONSIDER WHO WILL UNDERTAKE THE ROLE OF CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL AND CHAIRMEN OF THE COUNCIL'S STANDING COMMITTEES 2011.2012**
2010.2011 Schedule attached as **APPENDIX 7**
Report by the Chairman Councillor John Blackburn.
- 12 TO CONSIDER HOLDING AN EVENING COUNCIL SURGERY ONCE A MONTH IN THE CIVIC CENTRE**
Report by Councillor Butler.
- 13 CLOSE OF MEETING**