

**MINUTES OF THE ANNUAL MEETING OF
WELWYN PARISH COUNCIL
HELD ON TUESDAY 12TH MAY 2009 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor J Blackburn (Chairman) and Councillors, M Benson, S Butler, I Colpitts, C Hukin, R McKay, L McLusky, P Neville and I Skidmore.

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

APOLOGIES: Councillor H. Ober

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

2009/055 OPENING OF THE MEETING

The Chairman welcomed all present and declared the meeting open.

2009/056 ELECTION OF CHAIRMAN

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

RESOLVED “that Councillor John Blackburn be elected as Chairman of the Council for the ensuing year”.

Unanimously agreed.

DECLARATION OF ACCEPTANCE OF OFFICE

Councillor John Blackburn then read out and signed his Declaration of Acceptance of the Office of Chairman for the 2009/10 municipal year.

2009/057 ELECTION OF VICE-CHAIRMAN

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

RESOLVED” that Councillor Magdalene Benson be elected as Vice-Chairman of the Council for the ensuing year”.

Unanimously agreed.

DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Magdalene Benson then read out and signed her Declaration of Acceptance of the Office of Vice- Chairman for the 2009/10 municipal year.

2009/058 DECLARATIONS OF INTEREST

There were no Declarations of Interest

2009/059 CHAIRMAN'S ALLOWANCE FOR 2009/2010

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

RESOLVED "that the Chairman's annual allowance remains unchanged at £ 250.

2009/060 TO APPOINT MEMBERS TO SERVE ON THE COUNCIL'S COMMITTEES.

Following discussion it was proposed by the Chairman, seconded by Councillor Benson and

RESOLVED "that the Standing Order adopted at the Full Council meeting held on the 30th September 2008, limiting the number of Councillors who can serve on any of the Council's Committees to six Councillors, be abolished".

Unanimously agreed.

FINANCE COMMITTEE

Cllr I Skidmore	Cllr C Hukin
Cllr J Blackburn	Cllr B McKay
Cllr S Butler	Cllr P Neville
Cllr I Culpitts	

PLANNING AND LICENSING COMMITTEE

Cllr C Hukin	Cllr P Neville
Cllr M Benson	Cllr H Ober
Cllr S Butler	Cllr I Skidmore
Cllr B McKay	

LEISURE FACILITIES AND OPEN SPACES COMMITTEE

Cllr M Benson	Cllr B McKay
Cllr J Blackburn	Cllr L McLusky
Cllr S Butler	Cllr H Ober
Cllr I Colpitts	

POLICY AND RESOURCES COMMITTEE

Chairman of the Council and Chairpersons of Standing Committees

DISCIPLINARY/GRIEVANCE COMMITTEE

Chairman of the Council	Cllr Colpitts
Cllr S Butler	Cllr L McLusky

APPEALS COMMITTEE

Chairman and Vice Chairman of the Council and Chairs of Standing Committees

COMPLAINTS COMMITTEE

Chairman of the Council Cllr L McLusky
Cllr S Butler Cllr I Skidmore
Cllr I Colpitts

RECRUITMENT WORKING PARTY

Chairman of the Council Cllr P Neville
Cllr M Benson Cllr I Skidmore
Cllr C Hukin

2009/061 TO CO-OP MEMBERS OF THE PUBLIC TO SERVICE ON THE COUNCIL'S WORKING PARTIES

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

RESOLVED” that Mr Jon Green and Mr Ron Oxley, representing the Planning and Amenity Group be co-opted onto the Planning and Licensing Committee.

Unanimously agreed

2009/062 TO CREATE AND APPOINT MEMBERS TO SERVE ON THE COUNCIL'S WORKING PARTIES

Recruitment Working Party

Chairman of the Council Cllr C Hukin
Cllr M Benson Cllr I Skidmore

2009/063 TO APPOINT MEMBERS TO SERVE ON OUTSIDE BODIES

Welwyn Road Safety Committee

Cllr I Colpitts

Twinning Committee

Cllr S Butler

Welwyn Festival Group

Cllr L McLusky

Welwyn Hatfield Association of Local Councils Forum

Chairman of the Council and the Clerk

Welwyn Hatfield District, Parish and Town Council's Forum

All Councillors

The next meeting is to be hosted by Welwyn Parish Council and is to be held on the 8th June 2009 in the Civic Centre

Tenterfield School Governor

Chairman of the Council, Cllr John Blackburn

Oakland's Primary School Governor

Cllr L McLusky

Hertfordshire Association of Local Council's

Cllr P Neville

Welwyn United Charities

Cllr C Hukin and Cllr L McLusky

Welwyn Plan Action Group

Cllr I Skidmore

2009/064 DATES OF FULL COUNCIL AND COMMITTEE MEETINGS FOR THE 2009/2010 MUNICIPAL YEAR

A schedule suggesting the dates of meetings, to include the Annual Parish Assembly and the Full Council Annual meeting was circulated with the Agenda as **Appendix 1**

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

RESOLVED" that

- a) Standing Order No 2 paragraphs i & ii (requiring the Council to meet on Tuesdays), be suspended experimentally for one year, to allow meeting to be held on Mondays,
- b) that the Calendar of Meetings attached as **Appendix 1** be adopted for 2009-2010.
- c) That the Parish Assembly be held on Thursday 27th March 2010."

Unanimously agreed.

2009/065 TO APPOINT THE INTERNAL AUDITOR FOR THE 2009/2010 YEAR

Following discussion it was agreed that Mr Ray Adams be approached to undertake the role of Internal Auditor for the 2009/2010 year.

2009/066 BUDGET TIMETABLE FOR THE 2009/2010 YEAR

A schedule was circulated with the Agenda as **Appendix 2**

Following discussion it proposed by Cllr Benson, seconded by Cllr Colpitts and

RESOLVED “that the budget timetable be accepted with the following alterations

- 1) DECEMBER 2nd Draft budget with recommendations sent out to all member for comments (to be received by the Clerk by Wednesday 2nd December 2009)
- 2) DECEMBER 14th That Full Council considers the budget at the Council meeting being held on the 14th December 2009.
- 3) DECEMBER 14th that the Leisure Facilities and Open Spaces Committee meeting scheduled to take place on the 14th December 2009 be cancelled”

Unanimously agreed.

2009/067 MINUTES OF THE MEETING HELD ON THE 28TH APRIL 2009

RESOLVED “that the minutes of the Council meeting held on the 28th April 2009 be approved and signed”.

2009/068 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 28TH APRIL 2009

2009/035 CASUAL VACANCY – OAKLANDS/MARDLEY HEATH WARD

It was noted that, as yet no applications have been received to fill the Casual Vacancy.

2009/050 FINANCE

Councillor Skidmore advised the External Auditors have given the Council a one month extension to enable the Accounts for the 2008/09 year to be completed. A notice will now be posted 15th – 29th June advising the public that the Council’s accounts will be open for inspection from the 29th June – 24th July inclusive.

The Acting Clerk to investigate whether the Clerk is required to be a signatory on the Bank Mandate

2009/069 MAY REPORTS OF COMMITTEES AND WORKING PARTIES

Planning and Licensing Committee. Cllr Hukin, Chairman of the Committee, presented a report of the meeting held on the 7th April 2009 and answered questions.

EXEMPT BUSINESS

Under Section 100A (4) of the Local Government Act 1972 for the following item on the Agenda, the Chairman at 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 Schedule 12A of the Act by virtue of the paragraph specified against the item.

2009/070 MINUTES OF THE MEETING HELD ON THE 28TH APRIL 2009

RESOLVED "that the minutes of the Council meeting held on the 28th April 2009 be approved and signed".

2009/071 CLOSE THE MEETING

The Chairman formally thanked the Office staff, in particular John Lewis and the Acting Clerk for all their work during the past few weeks. The Chairman then thanked all present and declared the meeting closed at 8.48pm.

Signed.....Chairman, Welwyn Parish Council

Dated 29TH June 2009

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