

WELWYN PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 30th MAY 2006 COMMENCING AT 8.00pm due to the Finance Meeting running over time

PRESENT: Chairman, Councillor J Roper, Councillors M Benson, J Blackburn, A Burnapp, C Hukin, P Neville, C Passmore, M Rowland, I Skidmore and I Wheeler

IN ATTENDANCE:

R Findlay, Clerk, L Ellis, Asst Clerk and one member of the public

2006/50 APOLOGIES FOR ABSENCE:

Councillor S Butler (holiday)

2006/51 ELECTION OF CHAIRMAN:

Councillor J Blackburn nominated Councillor J Roper as Chairman, seconded by Councillor M Benson. As no other nominations were received, Councillor John Roper was unanimously voted Chairman of Welwyn Parish Council for the ensuing year. The Chairman thanked members for their support.

2006/52 ELECTION OF VICE CHAIRMAN:

Councillor M Benson nominated Councillor J Blackburn, seconded by Councillor P Neville. As no other nominations were received, Councillor John Blackburn was unanimously voted Vice Chairman of Welwyn Parish Council for the ensuing year. Councillor John Blackburn thanked members for their support.

2006/53 DECLARATION OF ACCEPTANCE OF OFFICE:

Chairman, Cllr Roper read the Declaration of Acceptance of Office and duly signed the declaration.

2006/54 TO FIX THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1972:

The Council recommended an increase in the Chairman's allowance to £250 per annum.

RESOLVED, unanimously agreed.

2006/55 TO APPOINT MEMBERS TO SERVE ON THE STANDING COMMITTEES:

The Chairman asked members to verify whether they wish to continue to serve on Committees or wished to retire from them. Councillor Wheeler offered his resignation from all the Committees he had been sitting on due to increased work commitments.

The decision is shown on Appendix 'A' attached.

2006/56 TO APPOINT MEMBERS TO SERVE ON WORKING PARTIES:

The Chairman asked members to verify whether they wished to continue to serve on the Working Parties.

The decision is shown on Appendix 'B'

2006/57

TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES:

The Chairman once again asked members to verify whether they wished to continue to be representatives to Outside Bodies.
The decision is shown on Appendix 'C'

2006/58

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL MEETING HELD ON 25th APRIL 2006:

Item 2006/45 (e) Youth Working Party was amended to read: Cllr Roper reported that the Working Party had invited members of the public to join the Parish Council Working Party and would reconvene shortly.

2006/45(b) Leisure Facilities - Due to vandalism at a number of the Council's facilities, an update of costs to date for the past year was requested. The Clerk reported that quotations were still awaited for one of the repairs at the playing fields. It was agreed that the vandals should be prosecuted where possible.

2006/45(d) Finance – It was agreed the Land Rover is still in a good condition and will not be replaced for the next few years.

2006/59

TO RECEIVE, AND IN SO FAR AS IS REQUIRED, CONSIDER THE MINUTES OF THE FOLLOWING COMMITTEE AND WORKING PARTY MEETINGS AND TO AUTHORISE PAYMENT OF THE ACCOUNTS PRESENTED AT THE MEETING:

a) **FINANCE COMMITTEE 30th May 2006:**

Under section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves 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.

At this juncture The Clerk took over recording of the minutes. The Assistant Clerk and member of the public left the meeting whilst the Council discussed financial and Staffing Matters.

1. INVOICES TO BE ACCEPTED BY THE COMMITTEE:

Invoices were presented by the Finance Committee from Agripower Ltd to the amount of £4,058.45 and Joseph Metcalf Ltd to the amount of £1,131.18

The Committee recommended the invoice to Joseph Metcalf Ltd for £1,131.18 should be paid.

The Council agreed the Clerk speak with the Head Groundsman regarding the invoice from Agripower Ltd to ask if it was an annual payment for £4,058.45 and check what the cost was for 2005. The Clerk then to liaise with the Chairman of Finance.

2. ACCOUNTS FOR MAY 2006:

It was **RESOLVED** the payment for May of invoices to the value of £23,252.41 be paid.

3. ALARM SYSTEM QUOTES FOR THE CIVIC CENTRE:

The Council discussed quotes received for the installation of an alarm at the Civic Centre. It was **RESOLVED** to accept the quote from T&J Fire.

It was also **RESOLVED** to ask T&J Fire to quote for the cost of additional external monitoring

4. REMEDIAL WORK QUOTES FOR THE PAVILION:

It was agreed that members of the Leisure Committee take a look at the guttering at the Pavilion before making a decision on the quotes received.

In the meantime, it was agreed, because the quotes are so different in price the Clerk to check whether the quotes are for plastic or metal guttering and both have included the same specifications.

5. 2nd WELWYN (OAKLANDS) SCOUT GROUP:

The income and expenditure accounts for 2005/2006 have been received for the 2nd Welwyn (Oaklands) Scout Group and was now considered by Full Council.

After discussion, it was **RESOLVED** the Clerk enquire if the Scout Group has any fund raising planned to help with the cost of refurbishing the Scout Hut.

The Council also **RESOLVED** a grant of £1,000 be paid to the Scout Group in two tranches, £500 to be paid immediately and another £500 possibly to be paid once the budget process has started for 2007/2008 or in April 2007 out of next years budget.

6. STAFFING MATTERS:

The Council discussed at length the proposals put forward from the Finance Committee to review the salaries and payments to:

- 1. Mrs G Sealey (Bookings Clerk)
- 2. Mr D Leslie (Caretaker at the Civic Centre)
- 3. Mrs L Ellis (Assistant Clerk)
- 4. Mr J Reed (Contractor)
- 5. Ms S Harrop (Contract Cleaner)

After discussions the proposals were put to the vote:

Votes for: 7 Votes against: 2 Abstained: 1

It was **RESOLVED** that each of the proposals put forward by the Clerk (Responsible Financial Officer) are accepted.

Copies of the full proposals are laid out in the ‘Confidential File’ held in the Clerks Office.

THE COUNCIL THEN AGREED TO REINSTATE STANDING ORDERS

At this juncture the Assistant Clerk returned to the meeting and commenced taking the minutes.

b) PLANNING COMMITTEE 2nd May 2006:

The draft minutes were presented to Full Council for information.

It was reported that Chris Conway, Chief Planning Officer is due to attend the Planning & Licensing Committee meeting in July.

c) LEISURE FACILITIES COMMITTEE 9th May 2006:

The draft minutes were presented to Full Council for information.

The Clerk to contact St Mary's School regarding the children's involvement in designing a poster for Cleaner Welwyn Week.

d) ALLOTS.CEM & GEN PURPOSES COMMITTEE 16th May 2006:

The draft minutes were presented to Full Council for information.

It was reported that the debate on the renaming of the Committee had taken place and that the Committee name should be changed to, Allotments, Cemetery and Churchyard Committee.

The meeting that took place with Mr Swift the Church Warden to be updated on the St Mary's Church Project, had taken place, it was reported the meeting was very successful.

e) YOUTH WORKING PARTY:

Cllr Roper reported that he had analysed the papers he had received from the Parish Plan Working Party and that the next meeting would be held in July. The aim is to move forward on more projects.

f) CLEANER WELWYN WEEK

It was reported that the posters and letters to residents and businesses had been distributed advertising the Cleaner Welwyn Week dates and that there would be three working parties held in the evening during the week commencing 25th June 2006.

Minutes from the last Cleaner Welwyn Week Working Party would follow shortly.

g) CIVIC CENTRE WORKING PARTY:

The working party had not met this month.

2006/60

TO RECEIVE WRITTEN REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES:

TWINNING COMMITTEE – It was reported that the French visitors would be arriving on Friday 2nd June and that the Chairman of the Council will be at the Civic Centre to welcome them. An open invitation was extended to all the members of the Council to attend the welcoming reception.

2006/61

HAPTC/NALC ANNUAL SUBSCRIPTIONS:

Item deferred to next meeting.

2006/62

XMAS LANTERN PARADE:

Item deferred to next meeting.

2006/63 **HERTFORDSHIRE, RESTRUCTURING OF POLICE FORCES:**
Councillors are to respond to the questionnaire individually.

2006/64 **CLOSE OF MEETING:**
The Chairman closed the meeting at the later time of 10.30pm

Signed.....Chairman

Date.....2006