

**MINUTES OF THE  
PARISH COUNCIL MEETING  
HELD ON  
TUESDAY 26<sup>TH</sup>. FEBRUARY 2007 AT THE PARISH CENTRE  
WHICH COMMENCED AT 7.48PM.**

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**PRESENT:** Chairman Councillor J Roper and Councillors M Benson, J Blackburn, A Burnapp S. Butler, C Hukin, P Neville, C. Passmore and I Skidmore.

**IN ATTENDANCE:** R Findlay (Clerk), S Harrop and J Lewis (Office Administrator's), D. Leslie (Civic Centre Caretaker) and one member of the public.

**APOLOGIES FOR ABSENCE:** Councillor I Wheeler (Other commitments)

**2007/10 MINUTES OF MEETING HELD ON 19<sup>TH</sup> DECEMBER 2006.**

The minutes of the meeting held on 19<sup>th</sup> December 2006 were considered by Council and accepted as an accurate and correct record then duly signed by the Chairman.

**2007/11 MINUTES OF MEETING HELD ON 30<sup>TH</sup> JANUARY 2007.**

After an amendment of minute 2007/04 to now read "13 Wendover Drive". The minutes of the meeting held on 30<sup>th</sup> January 2007 were considered by Council and accepted as an accurate and correct record then duly signed by the Chairman

**2007/12 MATTERS ARISING FROM MEETING HELD ON 19<sup>TH</sup> DECEMBER 2006.**

There were no matters arising.

**2007/13 MATTERS ARISING FROM MEETING HELD ON 30<sup>TH</sup> JANUARY 2007.**

There were no matters arising.

**2007/14 SPECIAL EXPENSES.**

A letter had been received from Bob Jewell of Welwyn Hatfield Borough Council responding to the letter from the Clerk.

It was Resolved that the Clerk contact WHBC to again ask if the Parish Council could take over the Management of Digsweil Playing fields.

**2007/15 REVIEW OF COUNCIL'S STANDING ORDERS AND FINANCIAL ORDERS.**

It was agreed this matter be postponed until the March full council meeting.

**2007/16 REPORTS OF COMMITTEES AND WORKING PARTIES.**

**A) PLANNING & LICENSING COMMITTEE**

The Chairman of the Committee, Councillor Hukin, presented the minutes and answered any questions raised. The Clerk advised the Council that Mr Aston of Welwyn Hatfield Borough Council's Planning Department would be attending the next Committee meeting on 6<sup>th</sup> March 2007 commencing at 7.00pm.

The Planning Committee was asked to prepare a response to the East of England Plan at its next meeting.

**B) LEISURE FACILITIES & OPEN SPACES COMMITTEE**

The Chairman of the Committee, Councillor Benson, presented the minutes and answered any questions raised.

The Council was advised that the Civic Centre Working Party will meet on 5<sup>th</sup>. March 2007.

It was reported that repairs to the damaged playground equipment had been made.

The Clerk advised the Council that she still has to resolve staffing problems caused by the increased opening times of Welwyn Library.

**C) FINANCE COMMITTEE**

The Chairman of the Committee, Councillor Skidmore, presented a report of the meeting and answered any questions raised.

It was proposed by the Finance Committee that payments for the month of February 2007 of **£17,282.69** be accepted by Council.

Unanimously, **Resolved** to accept the payment for February of **£17,282.69**  
He reported on payments for the months of January and February 2007 and mentioned that apparent underpayments and overpayments had been caused by the reallocations of purchases from one category heading to another.

The Finance Committee proposed to the Council that and expenditure of **£9,287.81** for the provision of Fire Alarms be transferred from the **Capital Reserve** account to the **Business Premium** account before the end of the Financial Year. **Agreed.**

The Finance Committee requested that the Clerk write to Bob Jewell of Welwyn Hatfield Borough Council querying the insurance expenditure on Special Expenses as it seemed that The Council already budgeted and paid for this.

Councillor Skidmore presented the External Auditor's report for the Financial Years ending 31<sup>st</sup>. March 2005 and 31<sup>st</sup>. March 2006.

The External Auditor recommended that the Council's Internal Auditor should in future prepare written reports and also that the Council should increase its Fidelity Guarantee cover to **£260,000.00**

**The Chairman proposed that the Council accepted the External Auditor's report for the Financial Year ended 31<sup>st</sup>. March 2005**

**THIS WAS UNANIMOUSLY AGREED.**

**The Chairman proposed that the Council accepted the External Auditor's report for the Financial Year ended 31<sup>st</sup>. March 2006**

**THIS WAS UNANIMOUSLY AGREED.**

The Chairman recorded the Council's thanks to Councillor Skidmore, the Clerk and the Finance Committee for their work on both the year end accounts.

The Clerk had produced and distributed a Budget timetable for 2008-2009 financial year.

**D) CLEANER VILLAGE WEEK WORKING PARTY**

Chairman, Councillor Blackburn reported on the meeting and answered and questions.

**E) MEETING OF COUNCILLORS.**

Councillor Roper presented notes on an informal meeting held on 5<sup>th</sup> February 2007 to discuss the Councils Standing Orders other matters and answered questions.

**2007/17 REINSTATEMENT OF THE RECRUITMENT WORKING PARTY.**

The Chairman proposed that the Recruitment Working Party be reinstated and that its terms of reference include the appraisal of the Clerk and that the Working Party be composed of Councillors Neville, Hukin, Butler and Roper.  
This was unanimously agreed and a date is to be arranged for the next meeting.

**2007/18 WRITTEN REPORTS.**

There were no reports.

**2007/19 COUNCILLORS' WRITTEN REPORTS.**

There were no reports.

**2007/20            CIVIC CENTRE.**

Under section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers were excluded from the meeting from this point onwards 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.

**At this juncture the Chairman thanked the member of the public for attending and then duly closed the Council meeting to Press and Public.**

The Civic Centre Caretaker was invited to join the meeting.  
Councillor Skidmore presented a report to Council.

**2007/21            DIGSWELL PLAYING FIELDS.**

**Under section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers were excluded from the meeting from this point onwards 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.**

The Clerk reported that she had written to Bob Jewell of Welwyn Hatfield District Council.

**2007/22            CLOSE OF MEETING.**

The Chairman thanked everyone for attending and closed the meeting at 10pm

Signed.....  
Chairman of the Council

Date.....2007