

POTTON TOWN COUNCIL

Minutes of an Extra-ordinary Meeting of the Town Council held on  
Tuesday 15<sup>th</sup> November 2016, 7.05pm at the Community Centre.

**Present:** Councillors Mr D. Ellison, Mr A. Gibb, Mr R. Harris, Mr L. Ivall, Mr R. Jordan, Mr P. Langridge, Mr J. Lean, Mr A. Leggatt, Mr A. Macdonald Chairman, Mr C. Temple and Mr R. Whitfield.

**Absent:** Councillors Mr G. Emery, Mr J. Hobbs, Mr J. Lewis and Mr A. Zerny.

**Also Present:** CBC Cllr Gurney and the Town Clerk.

**1 Apologies for absence**

Apologies for absence had been received from Councillors Mr G. Emery, Mr J. Hobbs, Mr J. Lewis and Mr A. Zerny.

**2 Declaration of Interest**

Councillors were reminded that they should declare an interest in any matter of personal or prejudicial interest to be discussed at this meeting. Information about this requirement had been on the table.

**3 To Receive any Questions from the Public**

No questions from the public.

**4 To consider financial requirements (annual expenditure, capital and revenue projects) for 2017-18.**

Members proceeded to go through the First Draft Budget.

An item on interest and accounts is included on the next town council agenda.

It was **resolved** that the following items were either increased or decreased in the 2017-18 draft budget.

CC110 Code 4065 (IT Maintenance/Repairs) +£235

CC110 Code 4130 (Christmas Lights) -£350

CC140 Code 4215 (Water) -£571

Difference in the total budget of -£685.

Some members were surprised at how much lower Potton's 2016-17 Band D Council Tax (£95.99) was in comparison to that of Biggleswade (£121.98), Gamlingay (£129.65) and Sandy (£131.08).

Members then discussed about Legal Costs and the need to increase this budget.

It was **resolved** that the following items were either increased or decreased in the 2017-18 draft budget.

CC110 Code 4155 (Legal Expenses) +£4,700.

CC110 Code 4800 (Contingency) -£4,700.

No difference in the total budget.

Members discussed the town council's detailed balance sheet which showed

the council's current financial position as of the 31<sup>st</sup> October 2016.

Members discussed about the minimum amount set by the Town Council of £70,000 which should be in the General Reserve and the need to increase this amount.

Members discussed about what would be seen as an acceptable percentage increase to Potton's council tax payers. Members then discussed about advising in the next newsletter the council tax payers of Potton, about Potton's council tax rise in advance of Potton's council tax payers receiving a council tax demand through the letter box from Central Bedfordshire Council. Members were reminded that the spring newsletter is planned for the next financial year.

The Chairman advised members that Potton's tax base for 2017-18 will be 1,891 and this is 30 more than the current financial year.

Members discussed the Responsible Financial Officer's suggestions for monies in this year's budget that could be considered for Ear Marking at the end of the financial year, no resolution was made.

Members didn't confirm Potton Town Council's budget for 2017-18.

**5 To consider financial requirements (annual expenditure, capital and revenue projects) for 2017-18 (Staffing\*).**

Exclusion of the Public and Press

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following agenda items (27 and 28) will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

**6 To Note the Date of the Next Meeting**

The next meeting of the Town Council is booked for Tuesday 6th December 2016.

The meeting closed at 9.25pm.

Signed.....Chairman .....Date

Mission Statement

The aim of Potton Town Council is to serve the people of this town to the best of its ability.