

POTTON TOWN COUNCIL
Minutes of a Meeting of the Town Council held on
Tuesday 2nd November 2021, 7.15pm in the Community Centre.

Present: Councillors Dr C. Craig, Mr J. Day, Mrs L. Fox, Mr A. Gibb, Mrs V. Gwilliam, Mr J. Hobbs (Chairman), Mr J. Lean, Mrs C. Leggatt, Mr A. Macdonald, M D. Norman, Mr J. Price Williams and Mr A. Zerny.

Absent: Councillors Mr A. Inkersole, Ms L. Kitchener and Mr M. Williams.

Also Present: Town Clerk and one member of the public.

1 Apologies for absence

Councillors Mr A. Inkersole, Ms L. Kitchener and Mr M. Williams.

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.

3 Public Participation Session

No questions.

4 Potton Hall for All

The Chairman invited Cllr Gwilliam Chairman of the Hall for All Steering Group.

It was **resolved** an additional £10,000 of the Potton Hall for All Ear Marked Reserve is permitted to be spent to progress the Potton Hall for All project.

5 Minutes

The minutes of the previous meetings held on the 5th October 2021 which had been previously circulated, were approved.

6 Town Council Committees and groups where a Cllr(s) is(are) appointed by the town council

Town Council accepted and adopted the following minutes and all recommendations contained from the Town Council Committee:

- Planning Committee – 5th October 2021 and 19th October 2021.
- Facilitators of the Youth Council – 5th October 2021.
- Management Committee – 19th October 2021.

7 Reports from Central Bedfordshire Councillors

No report.

8 Bedfordshire Police

Postponed until PC Wright can attend to speak about Street Watch and Dog Watch.

9 Covid-19

The latest Covid Snapshot from CBC was noted.

10 Councillor Surgeries

It was noted that the Library are still not permitting the town council from holding a Councillor Surgery in the Library.

11 Civic Service

It was noted that the Civic Service took place on the 17th October 2021.

The Chairman advised the Civic Service was a great success and thank you for those who were able to attend.

12 Litter Pick

It was noted that the Litter Pick took place on the Saturday 16th October 2021.

The Chairman asked Cllr Leggatt to give an update for the Litter Pick.

Cllr Leggatt advised that the event was well attended.

The Chairman thanked Cllr Leggatt.

13 Christmas Lights

The Chairman asked Cllr Leggatt to give an update.

Cllr Leggatt advised that volunteers are needed to help at the Christmas Lights switch-on.

The Chairman thanked Cllr Leggatt.

14 Remembrance Sunday

The Chairman gave an update about arrangements for Remembrance Sunday.

15 Annual Governance & Accountability Return 2020/21

The Town Council noted the correspondence received from the Town Councils External Auditor.

A copy of the annual return which had been returned by the External Auditor was presented to the town council in the council papers.

It was **resolved** to approve and accept the Annual Return including the external auditor's certificate which was presented to the town council for year ended 31st March 2021, following its return by the External Auditor now that they had given an audit opinion.

16 Appointment of Internal Auditor 2021/22

Members discussed about the appointment of the internal auditor. The Town Council undergoes an internal audit on an annual basis. The council reviewed the appointment of an internal auditor.

It was **resolved** that Haines Watts Chartered Accountants be appointed as Potton Town Council's internal auditor for 2021/22.

17 Review of the effectiveness of the Internal Audit

Members had been provided with a copy of the town council’s review of the effectiveness of the Internal Audit for them to carry out a review of its effectiveness. Members then discussed and reviewed the effectiveness of the Internal Audit.

It was **resolved** to approve the review of the effectiveness of the Internal Audit.

18 Financial and Management Risk Assessment

Members had been provided with a copy of Potton Town Council’s Financial and Management Risk Assessment for them to carry out a review.

Members discussed and reviewed Potton Town Council’s Financial and Management Risk Assessment assessing the probability and impact of each risk identified.

It was **resolved** to approve Potton Town Council’s Financial and Management Risk Assessment.

19 Potton Community Agent

Correspondence with regards to the Potton Community Agent having an article in the newsletter was noted.

20 Vulnerable Puffin Training Exercise

The correspondence from CBC with regards to Vulnerable Puffin Training Exercise was noted.

21 Potton Bowls Club

The correspondence from Potton Bowls Club with regards to their successes during 2021 were noted.

22 To Arrange Date of the Next Meeting

The next meeting of the Town Council had been arranged for Tuesday 7th December 2021.

The meeting closed at 8.45pm.

Signed: Date:

Chairman

Mission Statement

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