

**Minutes of the meeting of the Budget Advisory Committee
of Dronfield Town Council held in the Council Chamber, Civic Hall
on Monday 16th January 2023 at 1:00pm**

Present: Cllr R. Spooner (Chair) Cllr A. Foster, Cllr W. Jones, Cllr A. Powell and Cllr R. Welton.

In attendance: J. Mitchell (Town Clerk) and A. Mott (RFO)

1. Apologies

There were no apologies.

2. Declaration of Interests

There were no declarations of interests.

3. Minutes

It was RESOLVED to approve the minutes of the meeting held on 12th December 2022 as a true and accurate record of the meeting.

4. Terms of Reference

Members received and reviewed the Terms of Reference for the Budget Advisory Committee (see appendix A).

It was RESOLVED to recommend to council to approve the Terms of Reference for the Budget Advisory Committee.

5. 2023/24 Budget

The RFO updated members on the current financial position for 2022/2023 and informed members of the expected reserve levels remaining going into 2023/2024.

Members were presented with an updated copy of the draft budget for 2023/2024 and discussed various matters.

It was RESOLVED to recommend to council that the budget for 2023/2024 is approved, which includes a 5% increase in Council Tax.

It was RESOLVED that the RFO takes on responsibility for expanding the asset management register.

6. 2023/2024 Precept

Members discussed the required precept for 2023/2024.

It was RESOLVED to recommend to council that a precept of £876,592.50 is requested from North East Derbyshire District Council for 2023/2024.

7. Date of next meeting

No date was agreed for the next Budget Advisory Committee Meeting.

The meeting closed at 1:37pm

APPENDIX A

BUDGET ADVISORY COMMITTEE

TERMS OF REFERENCE

Membership

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee. Whilst non-councillors can be members of committees, they cannot be members of this committee as it deals with financial matters.

Chairman

At the first meeting of the Committee after the Annual Meeting of the Council, the first business will be to appoint a Chairman of the Committee and Vice Chairman of the Committee.

Frequency of Meetings

Meetings will be held on an ad hoc basis as and when required but shall meet not less than four times per year.

Quorum

A quorum at each meeting shall be 3 members.

Staff Attendance

The Town Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

Terms of Reference

The Finance Committee is constituted to monitor all Dronfield Town Council income and expenditure including:

1. To safeguard the Council's funds and ensuring efficiency and effectiveness in their use.
2. To ensure that any funds are invested effectively.
3. To ensure that financial reports and management accounts are accurate and provide a good basis for financial planning.
4. To ensure that financial records and controls are adequate.
5. To agree budgets and submit them to the Council to enable the setting of the level of precept. But the actual agreement to the budget levy must be made by Full Council.
6. To review on-going income and expenditure against budgets, viring (transferring) funds between budget heads as necessary and authorising expenditure within the limits of the Council's Financial Regulations.
7. To review the Council's insurance.
8. To review the Council's reserves.
9. To review the Council's assets.
10. To ensure that proper risk management measures are in place.
11. To ensure that the requirements for the internal and external audits are met.
12. To annually assess the financial risks facing the Council.
13. The committee cannot take responsibility for

- Levying or issuing a precept
- Borrowing money
- Approving the council's accounts
- Considering an auditor's report made in the public interest
- Confirming (by resolution) that it has satisfied the statutory criteria to exercise the power of General Competence
- Adopting or revising the council's Code of Conduct