

**Minutes of the meeting of the Budget Advisory Committee
of Dronfield Town Council held in the Council Chamber, Civic Hall
on Monday 27th March 2023 at 10:00am**

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

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

1. Apologies

Cllr R. Welton sent his 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 16th January 2023 as a true and accurate record of the meeting.

4. Financial Regulations

Members received and reviewed the suggested amendments to the Financial Regulations.

It was RESOLVED to accept the suggested amendments and present the updated version of the Financial Regulations to full council in May 2023.

5. Petty Cash

Members discussed the option of petty cash cheques being signed by the Clerk and RFO.

It was RESOLVED to recommend to council that the Clerk and RFO are able to sign cheques for petty cash.

6. Payments via BACS and Standing Orders

Members discussed the continued use of BACS and Standing Orders for making payments.

It was RESOLVED to recommend to council that BACS and Standing Orders continue to be used for making payments, as per the Financial Regulations.

7. Direct Debits

Members reviewed a list of current direct debits.

It was RESOLVED to recommend to council to approve the current list of direct debits and refine if possible.

8. Risk Assessment

Members discussed the current risk assessment.

It was RESOLVED to include a 'likelihood' column on the Risk Assessment going forwards and to amend one of the words in the current Risk Assessment.

9. Service Charge

Members discussed the calculation of the service charge for the café at Cliffe Park.

It was RESOLVED to recommend to council to invoice the café a service charge based on an agreed percentage of the costs for the utility and waste services at Gosforth Lodge on a quarterly basis alongside their rent and to invoice this from the start of the lease.

10. Cemetery Recharge

Members discussed the Cemetery recharge cost to Unstone Parish Council.

It was RESOLVED to recommend to council invoice Unstone Parish Council £4,000 per year for the financial year 2021-2022 and 2022-2023 as the recharge cost for management of the Cemetery.

11. Stonelow Utility Costs

Members discussed the cost of the utilities at Stonelow and the basis of recharge to the clubs playing there.

It was RESOLVED to recommend to council to invoice the 2022-2023 waters charges to the clubs playing at Stonelow and from 2023-2024 split the electricity cost for the main pavilion 50/50 between the clubs and pass on the cost of the electricity for the shed and small pavilion to the cricket club only and to split the cost of the gas 50/50 between the clubs, subject to confirmation of use by the Outside Services Manager.

12. Banking

The RFO gave members a verbal update on the progress of closing two council bank accounts.

It was RESOLVED to write to the CEO of the bank involved and if the matter is still not resolved to make a complaint to the Ombudsman.

13. Asset Register

The RFO gave members an update regarding the asset register.

It was RESOLVED for the RFO to review and update the asset register for financial year end.

14. 2022-2023 Earmarked Reserves

Members discussed the requirements to move money from the earmarked reserves.

It was RESOLVED to recommend to council to move a total of £200,000 from earmarked reserves split as follows:

| | |
|----------------------|---------|
| Bus Shelters | £20,000 |
| Parks | £50,000 |
| Tree work | £30,000 |
| Replacement vehicle | £12,000 |
| Cemetery | £20,000 |
| Professional Fees | £18,000 |
| Building Maintenance | £50,000 |

15. 2023-2024 Earmarked Reserves

Members discussed the required earmarked reserves for the forthcoming financial year.

It was RESOLVED to recommend to council to move £20,000 from each of the following earmarked reserves – rolling capital, civic hall, professional fees and add £20,000 to each of the following earmarked reserves – building maintenance, parks and tree work.

16. Dronfield Market

The Clerk informed members that the Dronfield Community Market had offered to make a donation to the Town Council.

It was RESOLVED to congratulate the Community Market on doing so well, but to respectfully decline their offer of a donation.

17. Date of next meeting

Members discussed the date to hold the next meeting.

It was RESOLVED to hold the next Budget Advisory Committee meeting on Monday 26th June at 10.00am.

The meeting closed at 11:30am.