

**Minutes of the meeting of the Budget Advisory Committee  
of Dronfield Town Council held in the Council Chamber  
on Tuesday 7<sup>th</sup> May 2024 at 9:30am**

**Present:** Cllr A. Foster (Chair), Cllr R Welton and Cllr J Yates

**In attendance:** J. Mitchell (Town Clerk/Locum RFO)

**1. Apologies**

Cllr G Hopkinson and Cllr K Tait sent their 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 25<sup>th</sup> March 2024 as a true and accurate record of the meeting.

**4. Financial Regulations**

Members received a copy of the new model financial regulations before the meeting and discussed aspects of them during the meeting.

It was RESOLVED to remove reference to unspent budgets and review whether required next year.

It was RESOLVED to remove reference to drawing up a schedule of payments due in relation to a continuing contract or obligation for approval in advance by council.

It was RESOLVED to amend the wording relating to the Clerk approving payments to themselves and include reference to exceptions being contractual obligations, with any personal expenses to be approved by the Chair of the Budget Committee.

It was RESOLVED to amend the wording relating to authorised signatories having access to online banking and instead amend to authorised signatories can request to view statements of the council's bank accounts.

It was RESOLVED to recommend to council that the new model financial regulations be adopted pending the amendments above.

**5. Outstanding Debt**

Members were informed that one of the outstanding debts had been paid. Members were also informed that council had previously agreed to cover some of the costs towards a phase three installation at Stonelow regarding one of the other outstanding debts.

It was RESOLVED to recommend to council to write to the organisation with an outstanding debt to suggest that the debt is written off for their outstanding invoice and any debt owed to the organisation by the council is also written off as a quid pro quo arrangement as both debts are more than six years old.

It was RESOLVED to note the other updates regarding the outstanding debts.

## **6. 2023 - 2024 Financial Year End**

Members were informed that the year-end closedown for the financial year 2023-2024 took place on 1<sup>st</sup> May 2024. Members were informed of the final figure which will be transferred into the general reserves.

It was RESOLVED to note the figures for financial year end 2023-2024.

## **7. Earmarked Reserves**

Members were informed of the remaining balances on the earmarked reserves following the financial year end closedown.

It was RESOLVED to note the balances remaining in the earmarked reserves.

## **8. Fuel Card**

Members were informed of a different fuel card that offered discounted rates on the pump prices and may offer savings.

It was RESOLVED to recommend to council to switch the fuel card pending confirmation of the convenience of places the new card can be used.

## **9. Card Machine**

Members were provided with three different card machine options to review.

It was RESOLVED to recommend to council to invest in the SumUp Solo and printer at a one-off cost of £139 and an ongoing transaction fee of 1.69%.

## **10. Petty Cash**

Members were informed that cash payments into the office had declined and a new way of withdrawing cash to top up the petty cash floats was required.

It was RESOLVED to recommend to council to have a debt card for use by the Clerk where a proforma is signed by two signatories to authorise any withdrawals before they are made which can then be reconciled with the bank statements.

## **11. Date of next meeting**

It was RESOLVED to hold the next meeting in September on a date to be agreed.