

**Minutes of the meeting of the Budget Advisory Committee  
of Dronfield Town Council held in the Town Clerks Office  
on Monday 25<sup>th</sup> March 2024 at 10:15am**

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

**In attendance:** J. Mitchell (Town Clerk)

**1. Apologies**

Cllr G Hopkinson 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 29<sup>th</sup> January 2024 as a true and accurate record of the meeting.

**4. Financial Regulations**

Members were informed that a new model document for Financial Regulations was expected from NALC by the end of March.

It was RESOLVED to defer reviewing the Financial Regulations until the new model Financial Regulations have been released.

**5. Asset Register**

Members reviewed the updated asset register for 2023-2024.

It was RESOLVED to approve the asset register for this financial year but to review layout, content, and ownership, going forwards.

**6. Outstanding Debt**

Members were informed that there were five outstanding debts from previous financial years outstanding. All outstanding debts have previously been requested multiple times.

It was RESOLVED to write to all the customers with outstanding debts informing them that debt collection proceedings will begin due to non-payment of outstanding invoices.

It was RESOLVED to investigate options for taking credit card payments in the future and bring options back to the next committee meeting.

**7. 2023 - 2024 Financial Year End**

Members were informed that year end closedown for 2023-2024 will take place on 1<sup>st</sup> May 2024. Members were presented with a forecast for the financial year end based on current estimates and outstanding orders/invoices.

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

**8. 2023 – 2024 Earmarked Reserves**

Members were informed of the main areas where the budget had been overspent and there were earmarked reserves available.

It was RESOLVED to recommend to council to transfer £29,000 from the elections earmarked reserves.

**9. 2024 – 2025 Earmarked Reserves**

It was RESOLVED to defer this item to the next committee meeting once 2023 – 2024 financial year end had been completed.

**10. CCLA Mandate**

Members were informed that the signatories on the mandate for the CCLA investment account were out of date.

It was RESOLVED to recommend to council that the current members of the Budget Advisory Committee are added as signatories to the CCLA account.

**11. Statement of Internal Controls**

Members were provided with a copy of the draft statement of internal controls currently in place within the Town Council to review.

It was RESOLVED to recommend to council to delegate the approval of the statement of internal controls to the Town Clerk in consultation with the Chair of the Budget Advisory Committee, once reviewed by all committee members.

**12. Date of next meeting**

It was RESOLVED to hold the next meeting on Tuesday 7<sup>th</sup> May at 09:30.