

**Minutes of the meeting of the Budget Advisory Committee
Of Dronfield Town Council held in the Council Chamber, Civic Hall
on Monday 14th November 2022 at 10:00am**

Present: Cllr W Jones, Cllr R Spooner (Chair) and Cllr R Welton

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

1. Apologies

Cllr A Powell sent his apologies, and Cllr A Foster did not attend.

2. Declaration of Interests

There were no declarations of interests.

3. Minutes

It was RESOLVED to approve the minutes of the meeting held on 4th July 2022 as a true and accurate record of the meeting.

4. 2022/23 Budget

Members were presented with a copy of the budget for the current financial year along with a breakdown of income and expenditure for the first six months of the year.

It was RESOLVED to note the update.

It was RESOLVED to recommend to council to increase the stationery budget to £5,000 and delegate the power to spend up to that budget to the Town Clerk in consultation with the Chair of the Budget Advisory Committee/Deputy Leader.

5. Reserves

Members were presented with details of reserves as they currently stand for this financial year.

It was RESOLVED to recommend to council to increase the ear-marked reserve for elections to £29,000 and take the increase from the rolling capital fund.

It was RESOLVED to recommend to council to reduce the ear-marked reserve for CCTV to £10,000 and reallocate the remaining £40,000 with £5,000 to parks, £15,000 to tree maintenance and to create a new ear-marked reserve for replacement vehicles and allocate the remaining £20,000 - see appendix A for the proposed balances on each reserve category.

6. 2023/24 Budget

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

It was RESOLVED to make the amendments discussed and review the draft budget again at the December Budget Advisory Committee Meeting.

7. Petty Cash

The RFO presented an option to members to use cash that is taken into the office, as petty cash rather than having to go to the bank to cash a cheque.

It was RESOLVED to recommend to Council to accept the proposal of the RFO that any cash taken at the office is then used to top up the petty cash balances and any surplus cash will then be banked.

It was RESOLVED to update the Financial Regulations to reflect the above decision, pending approval by full council.

8. Dormant Bank Accounts

Members were informed that the Town Council had two dormant banks accounts with HSBC, an events account and a bond account.

Members were informed that none of the signatories on the accounts were currently members of the council or staff.

It was RESOLVED to recommend to council to close both accounts and transfer the balances into the current account and then into the CCLA Fund.

9. Date of next meeting

It was RESOLVED to hold the next meeting on Monday 12th December at 10am.

APPENDIX A

Earmarked Reserve Balances 2022-2023

	Current Balance	Proposed Balance
General Fund	£355,819	£355,819
Rolling Capital	£130,827	£123,327
Bus Shelters	£20,000	£20,000
Elections	£21,500	£29,000
Parks & Recreation	£45,000	£50,000
Buildings Maintenance	£50,000	£50,000
Professional Fees	£100,000	£100,000
CCTV	£50,000	£10,000
Civic Hall	£100,000	£100,000
Tree Works	£30,000	£45,000
Replacement vehicle	n/a	£20,000
Cemetery	£75,000	£75,000
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Total Reserves	£978,146	£978,146