

**Minutes of the meeting of the Budget Advisory Committee  
of Dronfield Town Council held in the Council Chamber  
on Monday 4<sup>th</sup> December at 9:45am**

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

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

**1. Apologies**

Cllr R Welton 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 23<sup>rd</sup> October 2023 as a true and accurate record of the meeting.

**4. 2023 – 2024 Budget**

Members reviewed the budget up to the end of October 2023 and the Clerk highlighted several budget codes which were close to or had already gone over budget such as grave digging and also highlighted the income codes which were close to being above budget.

It was RESOLVED to note the update.

**5. Outstanding Debt**

Members were informed that there were several outstanding debts most of which dated back 12 months and one of which was longer than that.

It was RESOLVED not to accept any further bookings from any groups with outstanding debts and to check what chasing had already been done on the oldest outstanding debt.

**6. Earmarked Reserves**

Members reviewed the current earmarked reserves.

It was RESOLVED to note the current earmarked reserves and potential end of year balance.

**7. 2024 – 2025 Budget Planning**

The Clerk presented members with a second draft budget for 2024 – 2025, with attached notes, highlighting the revised figures from the first draft version.

It was RESOLVED to note the second draft version and review some potential areas ahead of the next meeting.

**8. Financial Risk Assessment**

Members received a copy of the current Financial Risk Assessment and reviewed the document.

It was RESOLVED to review the document to include a likelihood assessment and bring back to the next committee meeting.

**9. Bank Signatories**

Members discussed adding an additional member of staff onto the bank mandate.

It was RESOLVED to recommend to council to add an additional member of staff onto the bank mandate.

**10. Date of next meeting**

It was RESOLVED to hold the next Budget Advisory Committee meeting on Monday 8<sup>th</sup> January 2024 at 9:15am.

The meeting closed at 11:00am.