

**Minutes of the meeting of the Budget Advisory Committee of
Dronfield Town Council held in the Council Chamber on
17th February 2025 at 12:30pm**

Present: Cllr A Foster, 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 interest.

3. Minutes

Members reviewed the minutes of the Budget Advisory Committee meeting held on 13th January 2025.

It was RESOLVED to approve the minutes of the Budget Advisory Committee meeting held on 13th January 2025 as a true and accurate record of the meeting.

4. Outstanding Debt

Members reviewed the accounts with outstanding debts and discussed the possibility of implementing a damage deposit.

It was RESOLVED to note the outstanding debts and review again next financial year.

5. 2024 – 2025 Budget

Members reviewed the income and expenditure report up to month end 10 and received a projection from the Clerk for year end.

It was RESOLVED to note the income and expenditure report up to month end 10.

6. Earmarked Reserves

Members reviewed the current and projected earmarked reserves.

It was RESOLVED to note the earmarked reserves.

7. Internal Auditor

Members received a quote for a new internal auditor as the auditor the council have previously used is retiring.

Members satisfied themselves that the proposed auditor is competent, independent and carried professional indemnity insurance.

It was RESOLVED to accept the quote of £480 and appoint the proposed internal auditor.

8. Risk Assessment

Members carried out the annual review of the risk assessment. The Clerk highlighted areas which had been updated or required ongoing work.

Members acknowledged the high-risk area identified in terms of aging assets.

It was RESOLVED to recommend to council that the risk assessment is approved.

9. Asset Register

Members received a copy of the asset register for council activities before the meeting to review the document and discussed various aspects at the meeting highlighted by the Clerk, where amendments had been made.

It was RESOLVED to speak with NEDDC regarding public sector write down valuations.

It was RESOLVED to request that the Properties Advisory Committee review a decision not to repair or remove a bus shelter on Leabrook Road.

It was RESOLVED to recommend to Council that the asset register be approved.

10. Internal Controls

Members reviewed the internal controls in place at the Town Council.

It was RESOLVED to recommend to council that the Statement of Internal Controls are approved.

11. Banking Arrangements

Council carried out the annual view of the current banking arrangements and the Clerk gave an overview of the current banking arrangements in place.

It was RESOLVED to recommend to council to continue with the current banking arrangements.

12. Payments

Members reviewed the list of current direct debits set up on the bank account and discussed payments being made by direct debit, BACS and CHAPS.

It was RESOLVED to recommend to council that the current direct debits set up on the bank account are noted.

It was RESOLVED to recommend to council that payments continue to be made by direct debit, BACS and CHAPS where necessary.

13. Policies

Members received and reviewed a draft Reserves Policy and Investment Policy.

It was RESOLVED to recommend to council that the Reserves Policy is adopted and reviewed on an annual basis.

It was RESOLVED to recommend to council that the Investment Policy is adopted and review on an annual basis.

14. Date of next meeting

It was RESOLVED to hold the next meeting when required.