

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	24 OCTOBER 2019	AGENDA ITEM: 13
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Report prepared by Angie Price – Town Clerk

CORPORATE CREDIT CARD

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to authorise the Clerk to obtain a Corporate Credit Card.

Detailed Information

As Members are aware the world we live in today has changed considerably since the Local Government Act 1972 was written. When this was written the idea of a credit card for an individual, let alone a business had only been in place for about 6-years, salaries were still being paid by cash in many cases. Most businesses were buying from other local business and invoices were all paid in cash or by cheque. Today, the world is very different, the purchasing power of individuals and business has changed and almost all products can be sourced cheaper via the internet.

If staff want to order something from the internet, whether it be to save money or the ability to have it next day, it is often a case of paying for it when you order it. However, without a means of doing this legally the Council is losing out and likely to have to pay more and wait longer to purchase items. To avoid this, on occasion the Clerk and other staff have given staff authority to purchase items on their credit card, however, this is not an acceptable practice and should not be allowed to continue.

Therefore, in order to secure best value at all times Members are requested to give authority to the Clerk to obtain a credit card for use for on-line purchases and for the Clerk and Deputy Clerk to be able to use when away from the office on council business at events such as ICCM or SLCC conferences.

The Clerk would suggest that a limit of £2,000 should be placed on the card and that it be written into the financial regulations that when a bill is received for the credit card, it will be paid off immediately. Also it should be written into the financial regulations that the credit card should be kept locked in the Council's Safe until such times it is required and that all purchases on the credit card should be dealt with the same way as all other payments as per Financial Regulation 4 – "Budgetary Control and Authority to Spend".

Recommendation

1. That the Clerk be authorised to obtain a credit card for the purpose of purchasing on-line and for the Clerk/Deputy Clerk to use when away from the office on Council business or at conferences.

2. That a limit of no more than £2,000 be placed on the card.
3. That once obtained the Credit Card be kept locked in the Council safe until such times it is required.
4. That all purchases on the Credit Card be made in accordance with Financial Regulation 4 "Budgetary Control and Authority to Spend" and that no purchase be made without the Clerk or Deputy Clerk in her absence being made aware of the purchase.
5. That the Council's Financial Regulations be updated to take into consideration the above points.



Magor's Communications

RECEIVED *finance*

24 SEP 2019

Agenda Item
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September 2019

Dear friends

I have pleasure in enclosing an invitation to the farewell service for Bishop Richard and Mrs Kay Frith.

Bishop Richard has served our diocese and its people faithfully and well these last five years and I feel that all will wish to be part of this service at which we have an opportunity to say a special thank-you to our Bishop and to wish him and Kay every happiness as they leave us and enjoy a well-earned retirement.

Please do respond to my PA, Gill Atkins, if you are able/unable to be with us. Gill can be contacted at gill.atkins@herefordcathedral.org or at the address below. If you are able to attend, we will ensure reserved seats, and tickets will follow nearer the time.

Retirement presentation

You may like to know that we are hoping to make a presentation to Bishop Richard and contributions, from any individual or PCC, for this may be made via the Diocesan Office. I am grateful to the Finance Team in the Diocesan Office for arranging the collection of contributions to a farewell gift. There are two ways to make a contribution:

The Diocese's preference is for a bank transfer to the **Hereford Diocesan Board of Finance** c/o Lloyds Bank Hereford, sort code **30-94-14** account number **00201015**. If making your donation by bank transfer, please notify **Mrs Lorraine Aitken** of the sender's name and value of the transfer by emailing finance@hereford.anglican.org or in writing to the Diocesan Office.

Alternatively, the Diocese can accept cheques made payable to the **Hereford Diocesan Board of Finance** (with *+Richard farewell gift* written on the reverse) and sent for the attention of:

Mrs Lorraine Aitken
Diocesan Office, The Palace
Palace Yard
Hereford HR4 9BL



We will be very grateful for any donations but in order to save time, the Diocese won't acknowledge receipt unless you specifically request this. Contributions should be made by Friday 15 November.

We look forward to hearing from you and to welcoming you to Hereford on 23 November at 11.00 am.

With every good wish.

A handwritten signature in black ink, reading "Michael Tavinor". The signature is written in a cursive style, with the first name "Michael" and the surname "Tavinor" clearly legible.

The Very Revd Michael Tavinor
Dean of Hereford

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	24th OCTOBER 2019	AGENDA ITEM: 15
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COUNCIL ACTIVITIES – SECTION 7

Failure to provide an accurate and timely report of any council, committee or working party meeting. LTC	4	2	8	All minutes of meetings are prepared within agreed timescales and agreed by councillors at the next meeting. All minutes are made available for public access on the Town Council website. Adequate staffing levels are provided.	2	2	4
Failure to follow the proper procedures during the allocation of grant monies. LTC	1	2	2	"Councillors have a personal duty to ensure that their decisions regarding the allocation of grant monies is in accord with all relevant procedures. If the Clerk or any Councillor believes or becomes aware of any infringement of procedures in the allocation of grant monies they must raise the matter as a point of order immediately if part of the meeting where the subject is under discussion. Councillors will consider their own position as to whether any breach of procedures warrants a code of conduct report to the monitoring officer. Grant applications are recorded on appropriate forms and final reports are produced to ensure monies spent correctly. Approved by F&GP and ratified by FC"	1	2	2
Failure to respond to consultation invitations from senior authorities or other public bodies within the allotted time. This risk has little financial consequence LTC	2	2	4	The Clerk is responsible for notifying LTC of deadlines. Where consultation deadlines are unreasonably short, the Council will make strong representations to the relevant authority to gain an acceptable period.	2	1	2

