

**Committee: FULL COUNCIL**

**Date: 21 June 2022**

**Title: Credit Card Procedures**

**Purpose of Report**

To consider the draft Credit Card Policy for Ilminster Town Council

**Recommendation:**

For members to resolve to approve the Credit Card Policy for Ilminster Town Council

**Report:**

1. As part of the “Year End Internal Audit Observations” report provided by the internal auditor, a copy of which has been provide as **Appendix 11B** to this meeting, it was identified that the council should adopt a Credit Card Policy.
2. Use of the Credit Card has been covered in the Financial Regulations which the Town Council approved at the Full Council Meeting on 17 May 2022 (**Minute 2022-0029-TC**).
3. A proposed Policy has been written based upon the template provided by the internal Auditor and adjusted to take into account the financial amounts in the Financial Regulations. **Appendix 15A**
4. The policy will be provided to all staff who may be asked to use the credit card.
5. The policy will be reviewed on an annual basis or as and when the Financial regulations necessitate any review.

**Mark Tredwin**  
**Town clerk**  
**June 2022**