

ABINGDON-ON-THAMES TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
16th JUNE 2020

REPORT OF THE TREASURER / RESPONSIBLE FINANCIAL OFFICER

Agenda item 7: Financial Update

1 Purpose of Report

1.1 The purpose of this report is to inform members of progress made on various matters since the previous meeting:

- Procurement Policy
- CCLA Investments
- Corporate credit card

2 Procurement Policy

2.1 At the committee meeting held on 21st January 2020, members considered the need for a formal Procurement Policy. A draft policy had kindly been written by Cllr Rowbottom and it was agreed that the Treasurer / RFO would update the draft to reflect the Council's arrangements and present a new draft policy to the committee in June 2020.

2.2 Members will be aware that the Treasurer is currently covering the work tasks of the Finance Assistant as well as her own, due to the current pandemic / home working arrangements. This has meant that she has not had sufficient capacity to consider the procurement policy yet. She will endeavour to present an updated policy to the committee meeting in July 2020.

2.3 Members were requested to read the initial draft policy and send any comments / suggestions to the Treasurer. These would be most welcome.

3 CCLA investments

3.1 At the special Council meeting held on 20th March 2020, it was resolved that a sum of £500,000 would be transferred from Business Reserve bank account to the CCLA Deposit fund. The Treasurer has contacted the Relationship Manager and he has confirmed that the application form will require "wet" signatures by two members, the Town Clerk and the RFO. This will mean that the one paper copy of the application form will need to be posted by the Treasurer to the three other individuals (or delivered by hand) and returned.

3.2 ***The committee is requested to nominate two members who are willing to provide signatures for the application process.***

4 Corporate Credit Card

4.1 At the meeting held on 26th May 2020 it was resolved that the Council should apply for a corporate credit card. The Treasurer has investigated options and has decided that the best option is:

- NatWest Business Credit Card
- No annual fee in year 1
- Future annual fee £30 (waived if purchases exceed £6,000)
- Representative APR 24.3%
- Interest free period 56 days

4.2 As agreed, there will be a sole card, under the control of the Treasurer (with the Town Clerk able to oversee usage). The card will be paid off in full each month, therefore no interest charges will be incurred. Payment will be set up to automatically pay the balance by direct debit, this will provide an additional control as the monthly bank reconciliation will not balance until all purchases made with the card are entered into the accounts.

Susan Whipp
Treasurer / RFO
11th June 2020