

### Authorisation for the Parish Council to obtain a credit card

At present the Parish Council has to pay for goods either by cheque or cash. In some circumstances the Clerk or Deputy Clerk have paid for items from their personal bank accounts and are then reimbursed by the council.

It is requested that the Parish Council apply for a credit card as it is envisaged that many items are going to be purchased over the next couple of months for the youth build from retailers on the high street such as Argos, Asda's and Ikea.

The Clerk is concerned about having to raise a cheque for cash and then Officers carrying this cash so that they are able to purchase the goods needed.

If a credit card is approved the following procedures would be followed:

1. Only the Clerk or Deputy Clerk could use it. The card will be kept in the safe at all other times.
2. Any purchases would need to be authorised by the Chairman or Chairman of P& R before they are made. This could involve having a printout of the item from the internet and the Chairman signing it.
3. The item would then be purchased and the itemised bill passed to the RFO along with the authorised printout.
4. Once the credit card bill is received the paperwork in point 3 will be attached to the credit card bill and this would be paid in the normal way by cheque within 1 month.

Currently Fawley Parish Council and Ringwood Town Council each have a credit card. Hythe & Dibden Parish Council passed a resolution several years ago to get a card but never followed it through. While New Milton and Totton & Eling Town Councils are both interested in getting a card but are waiting for a change in the regulations.