

**MINUTES OF A SPECIAL MEETING OF THE FINANCE AND SCRUTINY COMMITTEE**  
**Held in the Council Chamber, Council Offices, Monday 14<sup>th</sup> August 2017 at 7pm**

**PRESENT:**

Councillors: A Walsh (Chair), S Ball, J Easterbrook, S Hirst, and J Williams.

Officers: T Niblett (Deputy Clerk/Executive Officer)

Members of Public: None present

**FS01. 08/17 Apologies for absence:**

Received from Councillor K Painter.

**FS02. 08/17 Public Consultation:**

None.

**FS03. 08/17 Declarations of Interest:**

None

**FS04. 08/17 Payments for August:**

Month 5 (August) payments for the Town Council (£23,297.28) and the Tourist Information Centre (£12,409.14) were noted and Approved.

**FS05. 08/17 Authority for the Clerk to approve payments in August:**

Approved.

**FS06. 08/17 Council Credit Card - Recommended amendments to the Council's Financial Regulations:**

Subsequent to the Committee's recommendation in March 2017 the Clerk presented a report recommending an amended Financial Regulation with suitable control measures for a Council Business Credit Card Account. The Committee noted that the two cards would be used only infrequently and almost exclusively for urgent online or telephone purchases by the Town Clerk and Deputy Clerk; they would not be used for cash withdrawals or for over-the-counter purchases. Consequently, it was agreed to RECOMMEND the proposed Financial Regulation to the Council subject to the deletion of proposed sub-sections (ix) and (x) covering the control measures in respect of the Personal Identification Numbers (PINs) for the two cards, and their replacement with "The PINs shall not be used and shall be shredded on receipt." Unanimous.

**FS13. 08/17 Date and time of next meeting 11<sup>th</sup> September 2017 7pm:**

Noted.

**FS14. 08/17 Exclusion of the Public and Press**

It was RESOLVED that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting for the following item of business on the grounds it involved the likely disclosure of confidential information (as defined in paragraph (1) of Part I of Schedule 12A to Section 100A(4) of the Local Government Act 1972 [Information relating to an individual]), and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information concerned.

**FS15. 08/17 Staffing Review**

The Committee considered initial recommendations for a Staffing Review in Closed Session  
*Note: for the reasons agreed in Minute FS14. 08/17 the decisions in respect of this item are recorded separately, in the Confidential Minutes.*

Meeting closed 8.20pm

Chairman ..... Dated .....