



## **Queen Camel Parish Use of Parish Council Credit Card Policy**

**Adopted July 2026**

### **1. Introduction**

Due to the increase of internet purchases and the regular running and operational costs of the Playing Field the council may authorise the issue of a corporate credit card to employees and a named councillor for business use. This policy refers to the issue and use of the cards.

### **2. Cardholders**

The card will be issued for use the parish clerk/RFO and one named councillor.

### **3. Spending**

- The credit card will be restricted to a single transaction maximum value of £75.
- The credit card will be restricted to a monthly maximum spending limit of £100.
- The credit card can only be used for parish council expenditure. It cannot be used for non parish council business for personal expenditure.
- Cash withdrawals are not permitted on the credit card.
- Receipts and invoices will be submitted to the clerk for all transactions.
- Payments for the card purchases will be paid monthly in full by Direct Debit from the parish council bank account.
- The payments will be recorded on the parish council accounting system, SCRIBE.
- The clerk will check the receipts against the credit card bill each month.

### **4. Card Security**

- The authorised cardholder is solely responsible for the safe keeping and usage of the card and ensuring that the cards are not used by others.
- PIN numbers issued to the card holder must be kept confidential, as must the card security number (CSV).
- Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The parish council chair/clerk must be informed immediately.
- In the event of termination of a card holder's employment or term of office coming to an end the card must be returned to the parish council and the card will be destroyed. The issuing bank must be advised to cancel the card to prevent unauthorised usage.

## **5. Misuse of the parish council credit card**

- If a cardholder misuses or fraudulently uses a credit card this will be dealt with under the Disciplinary Policy or Code of Conduct.
- Failure of providing a receipt may result in the cardholder being held liable to repay the sum.

Queen Camel Parish Council

Initially adopted July 2026