

Use of Parish Council Payment Card Policy

ADOPTED at WHPC Meeting 2nd December 2025 Agenda Item 25/370

Version	Author	Details	Date	Minute
Version 1	Anne Oliver	ADOPTED	2 nd Dec 2025	25/370
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Purpose: West Hill Parish Council authorises the use of the Parish Council Payment Card by authorised individuals, for Council expenditure up to agreed maximum limits.

Definitions: Payment Card refers to the use of a Parish Council credit or charge card. The Parish Council does not operate a debit card.

1. Introduction

In view of the increase of internet purchasing due to the potential savings that online purchasing may offer and the requirements of maintaining operations at West Hill Parish Council (WHPC), the Council may authorise the issue of a corporate payment card to employees for business use. This policy refers to the issue and use of the cards.

2. Cardholders

- 2.1. The Council payment card will be issued for use to the Parish Clerk.
- 2.2. No other individuals may use the card.

3. Spending

- 3.1. The payment card will be restricted to a single transaction maximum value as defined in the WHPC Financial Regulations and must comply with the Council's Financial Regulations.
- 3.2. The payment card will be restricted to a monthly maximum spending limit as defined in the WHPC Financial Regulations.
- 3.3. The payment card can only be used for Parish Council expenditure. It cannot be used for non-Parish Council or personal expenditure.
- 3.4. Cash withdrawals are not permitted on the card.
- 3.5. Receipts or invoices must be kept for every payment card transaction for council and accounting reconciliation.
- 3.6. Payments on the card will be automatically charged to the Council's current account in accordance with the card issuer's standard terms.
- 3.7. Every card transaction must be recorded on the accounts software and reported to the Council via the monthly payment schedule.
- 3.8. The Finance Working Group will check receipts against the card statements and will investigate any discrepancies.

4. Card Security

- 4.1. 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.

- 4.2. PIN numbers issued to the card holder must be kept confidential, as must the card security Number (CSC/CVN).
- 4.3. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The Parish Council Chairman must be informed immediately.
- 4.4. In the event of termination of a card holder's employment, the card holder must immediately return the Council charge card to the Chairman of the Parish Council and the card will be destroyed. The issuing bank must be advised to cancel the card to prevent any unauthorised usage.

5. Misuse of a Council Charge Card

- 5.1. If a cardholder misuses or fraudulently uses a payment card the matter will be dealt with under the WHPC Disciplinary Policy.
- 5.2. Failure of provide a receipt may result in the cardholder being held liable to repay this sum.

Version History

New policy ADOPTED at WHPC Meeting 2nd December 2025 Agenda Item 25/370