

HASLINGFIELD PARISH COUNCIL

CHARGE CARD POLICY

Introduction

1. Haslingfield Parish Council may issue charge cards to employees. Charge cards may not be issued to councillors. Employees are not mandated to hold a charge card.
2. The issue of a PC charge card to an employee must be authorised by the Council and be issued to a named employee for their use only. No other individual may use the charge card.
3. The financial limit of each issued charge card shall not exceed £1,000.
4. The financial limit of the card shall not be exceeded.
5. The card shall not be used in circumstances which would result in the card issuers conditions being violated.
6. The card shall only be used on behalf of the PC and not for personal use.
7. The card shall not be used for cash withdrawal or for cashback.
8. The card shall not be used for the purchase of motor fuel.
9. Each employee issued with a charge card is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, PIN numbers will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number.
10. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. With no exceptions the Responsible Financial Officer (RFO) must also be informed immediately.
11. In the event of any employee's termination of employment, the employee must return any issued charge card to the RFO, and the card will be destroyed. The issuing bank must be advised to cancel the charge card to prevent any unauthorised use.
12. If the cardholder misuses the charge card or fraudulently uses the card, this may result in disciplinary action being taken against the employee.
13. All invoices or receipts to be paid by the charge card shall be examined and verified by the RFO and will represent expenditure previously approved by the Council or authorised by the Clerk, in conjunction with either the Chairman or Vice-Chairman, for any items below £2,000.

14. All payments on the charge card will be reported to the full council on the monthly agenda. Automatic payment in full will be made once a month.

Date adopted: August 2026

Date of review: August 2028