



Stanton under Bardon Parish Council

DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Use of Council's Debit Card Payments
Policy Version	1
Creator	Joanne Lowe – Parish Clerk
Adopted	March 2024
Minute Reference	52/24-25
Last review Date	N/A
Next Review date	May 2025

Payments by the Council's debit card may only be made when it is not possible or practical to pay by cheque or BACS or where suppliers are unable to offer a credit account and must be used only for authorised costs as indicated for other forms of payment.

Only one debit card is to be issued.

The Clerk is the only person authorised to make payments.

The PIN will remain the knowledge of the Clerk only.

The Clerk shall be permitted to use the debit card for making on-line payments only. In this regard staff will be able to order goods online up to the point where payment is required at which point the Clerk will complete the transaction.

Each transaction is limited to £1000 at any time in accordance with Stanton under Bardon Parish Council's Financial Regulations.

All card payments are included on the payments list for presentation at full Council meetings for noting and public scrutiny.