

# **MESSINGHAM PARISH COUNCIL**

## **Debit Card Policy**

### **Introduction**

- The requirement of the Financial Conduct Authority (FCA) for Banks to move towards the use of cards and away from pay-in slips at the Post Office, has led to the requirement to hold a debit card to deposit cash at a Post Office.
- The convenience of the Post Office compared to the location and distance required to be travelled to the nearest branch of the Bank.
- A growing number of businesses will not accept payment by cheque
  - An absence of Petty Cash for sundry purchases
    - An increase of on-line purchases to seek competitive pricing

Inevitably these transactions require payment by a debit/credit card. Presently this is managed by the Clerk using a personal card and claiming the sum back through expenses at the next meeting of the Council. This is not good practice and employees should not be required to involve their own finances in serving the Council's needs

### **Issuing, Security, Usage**

- Any debit card issued to the Clerk will require a resolution in agreement by Full Council.
- The Clerk will be the only person authorised to use the debit card. No other individuals may use the card.
- The debit card must be used for Parish Council business purposes only and must not be used for any non-Parish Council or personal transactions.
- The Clerk is solely responsible for the safe keeping of the debit card.
- The PIN must only be issued to the Clerk and must never be disclosed. Disclosure of the PIN must be reported immediately to the issuing bank.
- Lost or stolen cards must be reported by the Clerk to the bank immediately upon discovery that the card is missing.  
If the card is subsequently found it must be destroyed and must not be used.
- The debit card must not be used to withdraw cash.
- If the Clerk misuses or fraudulently uses the debit card, this may result in disciplinary action being taken.
- On leaving employment;
  - the Clerk must surrender the debit card and hand to the Chairman of the Council for the card to be destroyed.
  - the Clerk is to be provided with a signed and dated receipt confirming return and destruction of the debit card.
  - the issuing Bank must be advised to cancel the debit card to prevent any unauthorised usage.

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### **Financial**

- An invoice / receipt / internet confirmation must be obtained for each transaction.
- All debit card transactions must be recorded on the monthly 'Schedule of Payments & Receipts' presented at the next meeting for approval by Council and signed by two members of the Council.
- All transactions to be recorded in the minutes and entered in the accounts by the Clerk.
- The Clerk to reconcile every debit card transaction with the monthly bank statement. In the event of a discrepancy the Clerk must notify the Council and an investigation initiated.
- A single transaction must not exceed a limit of £200, in accordance with the adopted Financial Regulations, unless authorised by Council prior to the transaction.
- If any purchases contain any charges for VAT, a proper VAT receipt or invoice should be obtained and the VAT claimed by the Clerk in the usual way.

### **Summary**

This document should be read in conjunction with the adopted Financial Regulations and Standing Orders.

Adherence to this Policy is mandatory and the Clerk is required to sign a duplicate copy of this Policy to confirm receipt of the card and agreement to abide by the Council's conditions of use.

### **Agreement**

I hereby confirm receipt of a Council debit card and agree to abide by the above conditions of use.

**Name:**

**Position:** Clerk

**Signed:**

**Date:**

**Date Policy Adopted:** 8 January 2024

**Date of Last Review:** 11 May 2026

**Date of Next Review:** May 2027

**Minute ref.** 1778/186c

**Minute ref.** 1946 1e)