**GLEMSFORD PARISH COUNCIL**

**CHARGE CARD POLICY**

Any charge card or trade card opened by the council will be specifically restricted to use by the clerk and/or Chairman and shall be subject to automatic payment in full each month.

The limit that can be spent on the card is £500 per card (limit set by the bank).

Automatic settlement of the monthly credit card statement (by DDR) must be reconciled and agreed by two authorised banking councillors every month. The statement must be signed and receipts initialled. The entry must be checked to the bank statement.

Details of monthly expenditure will be presented to full council in the accounts each month.

The card is for the appropriate supply of goods or services where an invoice and bank transfer will not suffice.

Date: Dec 2021