|  |  |
| --- | --- |
|  | **THE PARISH COUNCIL OF HELLINGLY**  The Community Hub, The Drive, Hellingly, East Sussex, BN27 4EP    Tel: 01323 449415  e-mail: [clerk@hellingly-pc.org.uk](mailto:clerk@hellingly-pc.org.uk)  Website: [www.hellingly-pc.org.uk](http://www.hellingly-pc.org.uk) |

**Hellingly Parish Council Credit Card Policy**

It is the Council’s policy to facilitate the Parish Clerk in the conduct of their business on behalf of the Council through the issue of a corporate credit card (“the Card”). To ensure good financial management and sound governance, a Card will be issued to the Clerk, Assistant Clerks and the Groundsmen. Processes have been developed to enable the use of these Cards for purchases within the Clerk’s area of responsibilities. Cards will be subject to strict terms and conditions of use as well as controls which are set out in the Procedures below.

The Clerk, Assistant Clerk’s and Groundsmen will be required to sign the declaration at the bottom of this Policy, to confirm that they will adhere to this Credit Card Policy and Procedures.

**PROCEDURES**

1. The Clerk, Assistant Clerk’s and Groundsmen are each issued with a credit card.

2. The Clerk, Assistant Clerk’s and Groundsmen may only use the Card after they have signed the Declaration of Acceptance and Undertaking agreeing to abide by the Terms and Conditions of Use as detailed in this Policy and Procedures.

3. The Clerk, Assistant Clerk’s and Groundsmen is responsible for ensuring the security and safekeeping of the Card issued together with the related PIN number and other security details.

4. If a Card is lost or a PIN number forgotten or compromised the Clerk must inform the card provider immediately.

5. It is the Authorised Cardholder’s responsibility (the Clerk) to ensure appropriate use of their Card.

6. Any Authorised Cardholder who leaves the employment of the Council or otherwise ceases to be authorised as a cardholder will contact the Clerk, who in turn will advise the card provider to cancel the Card.

7. The Clerk will ensure the safe storage of all confidential information associated with the Council Credit Cards, including application forms and Declarations.

8. The Card is intended to be used to purchase goods where immediate payment is required and the normal payment process cannot be utilised. The Card must not be used to procure goods/services where the normal ordering/payment systems can be utilised, nor should it be used to circumvent the Council’s Financial Regulations.

9. Payments must be authorised in the normal way via the Clerks monthly payments report.

10. Any non-business use of the Card or failure to comply with these Instructions may result in action being taken under the Council’s Disciplinary Procedure and the withdrawal of the Card.

11. The Card may only be used to meet permitted expenditure.

12. In the event of any suspected fraudulent use of the Council Credit Card the Authorised Cardholder must advise the Card provider as soon as they are aware of any possible fraudulent use.

13. When transacting online it is important to be aware of internet security precautions that can be taken and make sure that the website being used can be trusted.

14. Authorised Cardholders are responsible for ensuring that appropriate record keeping is maintained for their Council Credit Card.

15. It is essential that evidence for each transaction is collected and stored safely to meet accounting, VAT recovery and internal control requirements.

**DECLARATIONS**

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….

I, ………………………………………………….. have read the above Policy and agree to adhere to the terms set out within the above Policy.

Signed ……………………………………… Date……………………………………………….

Print Name ……………………………………………………………………………………….