

# Mundford Parish Council

## Parish Council Debit Card Holder Policy

1. A Council debit card may be issued to the Parish Clerk with authorisation from the Parish Council. No other individuals may use the card.
2. The debit card cannot be used for non-Parish Council or personal expenditure.
3. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless pre-authorized by the Parish Council before any order is placed.
4. Purchases on the debit card must comply with the approval limits set out in the Council's Financial Regulations.
5. The Parish Clerk is solely responsible for the safe keeping and usage of the debit card 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 number. Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing and the Chair of the Parish Council. In the event of the Parish Clerk's termination of employment, the Parish Clerk must return any issued debit card to the Chair of the Parish Council and the card will be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.
6. Cash withdrawals are not permitted on the card.
7. Receipts of debit card transactions must be kept and transactions reported at the next Parish Council meeting.
8. The Parish Clerk will check receipts against the debit card statements and will investigate any discrepancies.

Adopted on: February 5th 2026

To be reviewed in: February 2028

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9. If a cardholder misuses or fraudulently uses a debit card this may result in disciplinary action.