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 £1000 per card (limit set by the bank).

Automatic settlement of the monthly credit card statement (by Direct Debit) is required. Transactions will follow the usual approval and recording requirements as per other transactions.

The statement must be signed. 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: Feb 2026