



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

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Credit Card Policy

Long Stratton Town Council have approved the use of corporate credit cards through Unity Trust Bank. The purpose of the credit card is to allow purchase of essential items. This policy will dictate how the credit cards are to be used.

The Council currently have 3 credit cards in operation. The credit cards are held by the Town Clerk, Direct Services Officer and Admin Officer.

The Town Clerk has the delegated authority to authorise expenditure up to £1500. Direct Services Officer and Admin Officer can authorise expenditure up to £50 per item, any purchase above £50 is to be approved by the Town Clerk.

All purchases are to be accompanied by a receipt. If the receipt does not give the details of the expenditure, the item purchased and why should be written and attached to the receipt.

All credit card payments will be presented at the next full council meeting and signed by the presiding chairman as an accurate record.

Credit card reconciliations will be carried out monthly and presented to the Finance Committee for signing and accuracy.

All credit card payments will be subject to spot checking by the Internal Scrutineer.

The credit card will be paid in full every month by direct debit.

Becky Buck 16.06.2023 DRAFT

Approved 10.07.2023