

Llandrindod Wells Town Council

Debit Card Policy

1 Introduction

1.1 The Town Council makes a Debit Card available to the Town Clerk and Responsible Financial Officer for purchases which it is not possible to obtain a pro-forma or invoice for.

1.2. This policy is intended to provide detailed guidance and assistance in obtaining and using a debit card and describes the responsibilities and restrictions which the cardholder must accept before being provided with any such card.

1.3 Any attempt by the cardholder to make changes to the Council's terms and conditions of the card will be treated as a disciplinary offence.

1.4 The legislation introduces a presumption in favour of access to information unless an exemption applies.

1.5 The Town Council needs to have a publication scheme approved by the Information Commissioner's Office. The scheme indicates what and how information will be provided. The scheme must also include a charging scheme if charging is to be made.

2 The Policy - Obtaining a Debit Card

2.1 A motion of Full Council is required to agree to obtain a Council Debit Card

2.2 The Clerk and Responsible Financial Officer will complete the relevant bank application form, which is authorised by two existing signatories.

2.3 The Debit Card will be in the name of the Town Council and associated to the current account of the Council.

2.4 The Town Clerk and Responsible Financial Officer will be the only person authorised to use this card.

2.5 The Town Clerk and Responsible Financial Officer will be responsible to sign a declaration form confirming they understand the policies and procedures for use of a debit card before a card can be used.

3 Use of Debit Card

3.1 The card may not be used to make cash withdrawals.

3.2 The card may be used for on-line and point of sales purchases in accordance with Financial Regulations.

3.3 The Town Clerk and Responsible Financial Officer will make every effort to notify a bank signatory prior to making a purchase within the pre-defined limits, which fall within the existing budget

3.4 A receipt must be obtained to support all purchases which must be signed by 2 bank signatories following the purchase.

3.5 All purchases will be input into the Rialtas Accounting package and presented to Full Council at the monthly meeting.

3.6 The card must be stored in the Town Council office when not in use.

3.7 The card's security PIN number must be kept secure and not disclosed to anyone else, under any circumstances.

3.8 The bank must be notified immediately if the card is lost or stolen or fraudulent use is suspected.

3.9 The Town Clerk and Responsible Financial Officer will surrender the card to the Chair of the Town Council prior to leaving employment.

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