Appendix H – Update to Financial Regulations

Minute ref: 26/11-8.ii

Section 9: Payment cards

TPPC now has a debit card retained by the clerk. A check should be made of current Financial Regulations to consider any updates. Added clauses will affect the numbering of subsequent clauses.

9. Payment cards

9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

NOTE: TPPC resolved at its meeting in March 2026 that the clerk seeks approval from the bank signatories before using the debit card for any transactions. Should 9.1 be changed to: Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 with authorisation from the bank signatories required in writing before any order is placed.

NOTE: an additional clause could be added for incidental payments such as:
Debit Card transactions below £25 (amount to be agreed) for incidental items such as stationery and small office supplies do not require prior authorisation.

9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk any balance shall be paid in full each month.

9.4 Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy, when no other payment method is available. Expenses greater than £250 including VAT must have approval of council before being made.