



WILSDEN PARISH COUNCIL

The Village Hall,
Wilsden,
Bradford,
BD15 0HT.
West Yorkshire.
www.wilsdenparishcouncil.gov.uk

Credit Card

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full each month.

Unless expressly authorised in advance by council, and established with the issuing bank, the limit that can be spent on the card each month by the Clerk is £1,500 and this is limit set at the bank. The credit limit for a single transaction is £1,200 and this is limit set at the bank.. Each credit card transaction must be authorised in advance by at least one of the banking authorised councillors via e-mail.

Automatic settlement of monthly credit card statements must be reconciled and agreed by two authorised banking councillors every month, as soon as practicable after the statement is received. This should include checking of all entries on the statement and checking of the total to the bank statement.

The card is for the appropriate supply of goods or services where an invoice and bank transfer will not suffice.

Revised 22nd June 2020 by IAC
Re-adopted 6th July 2020