

Sharnbrook Parish Council

Policy for the use of Credit Cards

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

Personal credit or debit cards of members or staff shall only be used by prior arrangement.

The Clerk may spend up to £500 under delegated authority on items for the continued running of the Council.

The Clerk may spend up to £1,000 in consultation with the Chair in emergency circumstances only, without prior authorisation but this must be ratified at the next full Parish Council meeting.

All other payments must be subject to prior authorisation by Council.

This policy was agreed at the Finance and General Purposes Committee on 28.3.19 and confirmed at the Annual Meeting of the Parish Council on 4th May 2021. It is subject to review every two years.

Reviewed June 2023

Reviewed July 2025