

Calne Without Parish Council  
9<sup>th</sup> November 2020  
Agenda Item 9.3.2  
Credit Card Application

The Parish Council approved the submission of a credit card application to Lloyds bank at its meeting on 12<sup>th</sup> October 2020.

Following discussions with Lloyds Bank the Clerk has the following update for Councillors to consider and approve:

- The purpose of the Council requesting the card is to provide flexibility in spending and security for online purchases.
- The Card will be issued in the Clerks name, Sarah Glen
- The Credit card will cost £32.00 per annum
- The Credit limit applied for will be £1000.00
- The application will require the banking mandate for Lloyds to be updated to remove those that are no longer serving Councillors and to add Cllrs James Cook and Alan Malpas for the purposes of ensuring business continuity. Both Cllr to have internet access to accounts.
- The application will require an update to the Council's Financial Regulations as follows:

Section 8 - new paragraphs 8.1 and 8.2

**8 LOANS AND INVESTMENTS**

**8.1** All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

**8.2** Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

Section 6 Instructions for the making of payments - new paragraph 6.16

**6.16** Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

The term and conditions for the credit card can be viewed here:

<https://www.lloydsbank.com/assets/assets-business-banking/pdfs/product-terms-and-conditions/cards/m767.pdf>

**Recommendations:**

1. That the Council confirms it approves an application for a Lloyds Bank business credit card at an annual cost of £32, with a credit limit of £1000 in the name of the

**Clerk, Sarah Glen. Cllrs Richard French and Keith Robbins to sign the application form.**

- 2. That the Council approves an amendment to its Financial Regulations to include new paragraphs 6.16 and 8.1 and 8.2 as detailed in the report.**