

Handelsbanken

Payments made between 01/03/2026 and 31/03/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/03/2026	Shire Leasing PLC	0507928	145.61	145.61		500			Hosted phone system for FEB 26
02/03/2026	4Com Network Services Ltd	Inv 109920	334.82	334.82		500			Telephone charges JAN 26
02/03/2026	Shorts Group Limited	Inv Jan	880.39	880.39		500			Dog & wheelie bins JAN 26
03/03/2026	DVLA	DD	181.13			4047	202	181.13	Road tax for van
05/03/2026	Croner Group Ltd	OCGL88480	126.65	126.65		500			Service provision FEB 26
06/03/2026	The Cartridge People Ltd	235	72.58	72.58		500			Ink cartridges
06/03/2026	Chapmans the Ironmongers	236	12.00	12.00		500			Tube light bulb for WC
06/03/2026	ITQED Business Solutions	237	420.00	420.00		500			Support FEB 26
06/03/2026	Longacres Garden Centre	238	106.89	106.89		500			Top soil & turf for sandpit
06/03/2026	Paragon Fire & 7 Security Syste	239	253.56	253.56		500			Annual serv + 2 extinguishers
06/03/2026	Rialtas Business Solutions Ltd	240	333.60	333.60		500			Training 28/01/2026
06/03/2026	Trade UK/Screwfix	241	9.99	9.99		500			Dewalt drill bits
06/03/2026	Seldram Supplies Camberley	242	262.46	262.46		500			Pav toilet/office supplies
06/03/2026	Wokingham Town Council	243	420.00	420.00		500			Event H&S training x 2
10/03/2026	Telefonica UK Limited	DD 10/3 1	76.80	76.80		500			Mobile phones FEB 26
13/03/2026	All Seasons Window Cleaning Lt	244	48.00	48.00		500			Bus Shelter clean FEB 26
13/03/2026	Books 2 Door Limited	245	44.07	44.07		500			Books for Xmas
13/03/2026	Cleaning Services of Ascot	246	400.00	400.00		500			Toilet cleaning FEB 26
13/03/2026	Chiltern Sports Contractors Lt	247	144.00	144.00		500			3 x winders & fixing screws
13/03/2026	T.J.Gardiner Electrical	248	270.00	270.00		500			PAT Testing MAR 26
13/03/2026	ITQED Business Solutions	249	327.00	327.00		500			Microsoft premium FEB 26
13/03/2026	Matthew Lane	250	130.00	130.00		500			Burial services - Lansbury
13/03/2026	Suzanne Parker	251	15.70	15.70		500			Travel expenses 15/12-09/03
13/03/2026	Playfix Services UK Limited	252	330.00	330.00		500			Annual Safety Inspection
13/03/2026	PlanningPortalQuest Ltd	253	378.00	378.00		500			Planning app for Flood Lights
13/03/2026	PlanningPortalQuest Ltd	253	-378.00	-378.00		500			P/Ledger Electronic Payment
13/03/2026	Rialtas Business Solutions Ltd	254	168.00	168.00		500			Group Training 18/02/2026
Subtotal Carried Forward:			5,513.25	5,332.12	0.00			181.13	

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13/03/2026	Tarrants Tree Surgery Ltd	255	240.00	240.00		500			Fallen Alder x 2 cut up
13/03/2026	Nikki Tomlinson	256	30.00	30.00		500			March planning babysitter
13/03/2026	Handelsbanken plc	265	38.33	38.33		500			Bank charges FEB 26
13/03/2026	E.ON Next Energy Limited	292006445	75.61	75.61		500			Amended bill period to 15 Feb
16/03/2026	Castle Water (Recreation Groun	266	265.95	265.95		500			Adjust mistype
17/03/2026	C Robinson	BOUNCED	16.88			100		16.88	Sales Recpts Page 191
20/03/2026	Ecotricity Ltd (tennis)	267	80.30	80.30		500			Tennis electricity FEB 26
20/03/2026	Various	TNSFR	15,446.41			4001	101	15,446.41	March Payroll
23/03/2026	Castle Water Allotments	REFUND	-409.95	-409.95		500			Water Allotment FEB26
24/03/2026	Castle Water (Recreation Groun	Y/E ADJ	174.86	174.86		500			Duplicate
25/03/2026	Ecotricity Ltd	DD 25/3 1	416.00	416.00		500			Purchase Ledger DDR Payment
30/03/2026	Castle Water Cemetery	257	8.30	8.30		500			Water Cemetery FEB 26
30/03/2026	Hampshire Association of Local	258	42.00	42.00		500			Procurement Course for NT
30/03/2026	R J Hayward	259	270.00	270.00		500			Toilet cleaning cover MAR 26
30/03/2026	ITQED Business Solutions	260	845.40	845.40		500			Monthly support AUG 24
30/03/2026	Lamps and Tubes Illuminations	261	840.00	840.00		500			Repairs to lights 25
30/03/2026	John Rose	262	67.11	67.11		500			JR Expenses June/July
30/03/2026	SurveyMonkey Europe UC	263	228.00	228.00		500			Annual Subscription 2026-2027
30/03/2026	Nikki Tomlinson	264	38.70	38.70		500			Travel expenses
30/03/2026	E.ON Next Energy Limited	266	209.72	209.72		500			Gas 16/2 to 21/3/26
31/03/2026	DPS Coachworks Ltd	265	161.47	161.47		500			MOT Battery and Wipers for van
31/03/2026	ITQED Business Solutions	266	420.00	420.00		500			Monthly Support MAR 26
31/03/2026	Martins Tyres	267	340.00	340.00		500			4 x tyres for van
31/03/2026	Croner Group Ltd	DD 31/3/ 1	126.65	126.65		500			Provision of service MAR 26
Total Payments:			25,484.99	9,840.57	0.00			15,644.42	

Handelsbanken

Receipts received between 01/03/2026 and 31/03/2026

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 02/03/2026	15.00						
	Sales Recpts Page 176	15.00	15.00		100			Sales Recpts Page 176
	Banked: 02/03/2026	34.42						
	Sales Recpts Page 177	34.42	34.42		100			Sales Recpts Page 177
	Banked: 02/03/2026	216.00						
	Sales Recpts Page 178	216.00	216.00		100			Sales Recpts Page 178
	Banked: 02/03/2026	1,275.00						
	John Rose	1,275.00			1014	207	1,275.00	Rent Flat
	Banked: 02/03/2026	475.62						
	Stripe online for Clubspark	475.62			1021	205	63.18	Season ticket - Adult
					1021	205	54.13	Season ticket - Senior
					1022	205	315.19	Pay and play
					1021	205	43.12	Lighting
2/2	Banked: 03/03/2026	73.12						
	Sales Recpts Page 179	73.12	73.12		100			Sales Recpts Page 179
	Banked: 05/03/2026	180.00						
	Sales Recpts Page 180	180.00	180.00		100			Sales Recpts Page 180
	Banked: 06/03/2026	20.00						
	Sales Recpts Page 181	20.00	20.00		100			Sales Recpts Page 181
2/2	Banked: 09/03/2026	64.88						
	Sales Recpts Page 182	64.88	64.88		100			Sales Recpts Page 182
	Banked: 10/03/2026	360.00						
	Sales Recpts Page 188	360.00	360.00		100			Sales Recpts Page 188
	Banked: 11/03/2026	36.45						
	Sales Recpts Page 183	36.45	36.45		100			Sales Recpts Page 183
	Banked: 13/03/2026	925.00						
	Sales Recpts Page 184	925.00	925.00		100			Sales Recpts Page 184
	Banked: 16/03/2026	29.30						
	Sales Recpts Page 185	29.30	29.30		100			Sales Recpts Page 185
4/4	Banked: 17/03/2026	956.70						
	Sales Recpts Page 186	956.70	956.70		100			Sales Recpts Page 186
	Banked: 19/03/2026	36.00						
	Goddard C and P	36.00			1021	205	36.00	Family Tennis membership
	Banked: 23/03/2026	36.45						
	Sales Recpts Page 187	36.45	36.45		100			Sales Recpts Page 187
	Banked: 26/03/2026	280.00						
	Sales Recpts Page 189	280.00	280.00		100			Sales Recpts Page 189
Subtotal Carried Forward:		5,013.94	3,227.32	0.00			1,786.62	

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<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 26/03/2026	21.88						
	Sales Recpts Page 190	21.88	21.88		100			Sales Recpts Page 190
	Banked: 30/03/2026	771.86						
	Stripe online for Clubspark	771.86			1021	205	40.24	Lighting
					1022	205	47.30	Pay and play plus lighting
					1022	205	235.26	Pay and Play
					1021	205	129.86	Season ticket - Family
					1021	205	319.20	Season ticket adult
	Banked: 31/03/2026	42.00						
	D Obadia	3.00			1024	205	3.00	Box league
	Khanna S Sid	3.00			1024	205	3.00	Box league
	Weller MJ	3.00			1024	205	3.00	Box league
	Verma Atulya	3.00			1024	205	3.00	box league
	See NGS Lee	3.00			1024	205	3.00	box league
	Saunders DJ	3.00			1024	205	3.00	box league
	APO	3.00			1024	205	3.00	box league
	shannon	3.00			1024	205	3.00	box league
	Lewis C	3.00			1024	205	3.00	box league
	Williams CP	3.00			1024	205	3.00	box league
	Coxon H	3.00			1024	205	3.00	box league
	Hans Lehmann	3.00			1024	205	3.00	box league
	Charlton M & C	3.00			1024	205	3.00	box league
	J Austero	3.00			1024	205	3.00	Box league
	Banked: 31/03/2026	4,056.35						
	Handelsbanken	4,056.35			1190	101	4,056.35	Interest on 35 day account
	Total Receipts:	9,906.03	3,249.20	0.00			6,656.83	



SUNNINGDALE PARISH COUNCIL

Proposal to Council Introduction of a Council Debit Card

Prepared for: Sunningdale Parish Council Meeting

Presented by: Natalie Hayes, Clerk/RFO

Date: 2 April 2026

The resolution before council is:

For council to approve setting up of a payment card for use by the Clerk and Officers for day-to-day operational purchases.

Background

The Council currently relies on invoicing arrangements or staff reimbursements for day-to-day purchasing. Such as fuel and some office equipment. This approach has several limitations:

- **Restricted supplier options:** Many suppliers only accept card payments (e.g., Amazon).
- **Forthcoming changes:** Some sector bodies are ceasing invoice payments for memberships and training.
- **Reduced value for money:** Inability to access competitive online pricing or limited-time offers.
- **Operational delays:** Urgent procurement (e.g., SurveyMonkey subscription) is slowed by the current process.
- **Administrative inefficiency:** Staff reimbursement adds unnecessary processing time.

This report outlines options to introduce a council payment card and proposes appropriate controls and governance arrangements.

Options considered

1. Do nothing

Continue to use bank transfers and staff reimbursements.

Risk: Increasing number of suppliers no longer accept invoice payments.

2. Handelsbanken Business Debit Card

- Card linked directly to the council's current account
- Individual transaction limits can be applied
- No limit to number of cardholders
- Security features included
- Simple process to request and manage multiple cards

Costs: Transaction fees apply (standard Handelsbanken charges).

3. Lloyds Corporate Purchasing Card (Working in Partnership with Handelsbanken)

- Controlled and secure way to pay
- Balanced paid by direct debit at end of the month
- Reduces admin
- Visa card

To note: Recommended by bank as can see transactions and would have more operational control. Direct Debit fees would apply. Requires credit application and would not be a lengthy process.

4. Credit card via another bank

Explored but discounted due to lengthy application processes and credit checks. Not considered proportionate.

Proposed Governance and Internal Controls

Cardholders: Parish Clerk and Facilities Officer

Delegated limits:

- Clerk – up to £500 per transaction
- Facilities Officer – £100 per transaction

Usage conditions:

- Authorised council business only
- Must comply with Financial Regulations
- Monthly review by the Clerk and reporting to the Finance Committee

Security measures:

- Card stored securely when not in use
- Multi-factor authentication for online accounts
- Immediate reporting of loss or suspected misuse

Recommendation:

From the above information the Clerk/RFO recommends a **Lloyds Corporate Purchasing Card** and the associated controls set out in this report and policy.

Sunningdale Parish Council payment Card Policy and Procedures

1. Cardholders

- 1.1 The Council debit card will be issued to the Parish Clerk and the Facilities Officer.
- 1.2 The card may be temporarily issued to the Deputy Clerk when covering leave.
- 1.3 No other councillor or employee is authorised to use the debit card.

2. Spending and Use

- 2.1 The debit card may only be used for authorised Council expenditure.
- 2.2 Cash withdrawals are not permitted.
- 2.3 All purchases must comply with the delegated limits set out in the Council's Financial Regulations.
- 2.4 Any expenditure exceeding delegated limits must be authorised in advance by Full Council or the Finance Committee.
- 2.5 Receipts or invoices must be retained for every transaction.
- 2.6 The Clerk will reconcile receipts against statements and investigate discrepancies.

3. Security

- 3.1 The debit card will be stored securely within the Parish Office when not in use.
 - 3.2 If removed for a purchase, it must be returned immediately afterward.
 - 3.3 PINs and login credentials must remain confidential.
 - 3.4 Lost or stolen cards must be reported to the bank immediately and to the Chair of Finance.
 - 3.5 The Clerk must have full access to online card management tools.
 - 3.6 When employment ends, the card must be returned immediately and cancelled.
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4. Misuse

- 4.1 Misuse or fraudulent use of the card may result in disciplinary action.
- 4.2 Failure to provide a receipt may result in the cardholder being personally liable for repayment.

The guidelines for payment cards, as outlined in Financial Regulations.

Payment cards

- 9.1. *Any Debit Card issued for use will be specifically restricted to the and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance Committee in writing before any order is placed.*
- 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 or specified officer and 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.*