



Loyalty Card Scheme Policy

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Occasionally, members of staff are required to make purchases on behalf of the Town Council. It is good practice if these purchases are made using the Town Council issued 'Equals' cards, which are pre-loaded with funds at the discretion of the Council and monitored by the RFO. Managers for whom cards have been issued keep records of payments made. If making an expenses claim, employees must provide a receipt(s) and complete a council expenses claim form, which must be signed by a manager before submitting to the RFO. Please note that personal credit or debit cards shall not be used.

In the current climate, supermarkets are using loyalty schemes to entice customers into stores with the offer of lower prices. An employee's personal loyalty card may be used if the purchase could benefit the Town Council, and therefore the public purse, with loyalty savings. The benefit to the employee for a purchase such as this would usually be de minimis, however it has potential to save pounds for the Town Council. If a loyalty card is used, a brief explanation must be included when submitting the receipts to the RFO to ensure there is a paper trail for auditing purposes.

If purchases are being made on behalf of the Council where there is no possibility of loyalty card-related savings, then a loyalty card should not normally be used.

Please also refer to the Town Council's current Financial Regulations and Procurement Policy for other matters relating to financial practice.