



PORTISHEAD TOWN COUNCIL

Report for Council – Staffing & Finance Committee – 15th June 2022

Purpose: to ask Council to approve the application for a Charge card through Unity Trust Bank – Multi pay Corporate Card

Background: Allow Officers to make purchases online, where Invoicing is not possible.

The Main benefits of the Unity Trust Charge Card are:

Improved control of spend and day-to-day purchases

- Tailor card holder spend on goods and services to suit the requirements of your business or organisation, as well as individual cardholders
- Set single transaction, as well as monthly, spending limits for a greater level of control
- Optional merchant category blocking available, at company and cardholder level
- Greater visibility of spend across all cardholders

Single online account management tool

- Amend individual card limits
- Update cardholder addresses and other personal details
- Easily extract transaction data
- View online statements
- Manage on the move, access via URL
- Control access for audit purpose

Impact: Allow Officers to make purchases without having to use their own personal debit cards.

Fees: £50 set up fee and £3 monthly fee

Recommendation: To apply for a Multi pay Corporate card through Unity Trust bank and set the Card limit at £1000.