



**Date:** 14 September 2015

**Title:** Card Payment Machines

**Purpose of the Report:** To provide Members with information regarding the introduction of card payment machines.

**Contact Officer:** Clare Grosse, Finance Officer

Corporate Objective/s	LLTC Three Year Plan – objective 8	
<b>Implications:</b>		
<b>Financial</b>	√	To be confirmed
<b>Human Resources</b>	√	To be confirmed
<b>Operational/Service delivery</b>	√	To be confirmed
<b>Procedural/Legal</b>	√	To be confirmed
<b>Risk/Health and Safety</b>		

## 1. RECOMMENDATION

- 1.1 To endorse that further investigations be made into the cost implications and preferred options of card payment machines.

## 2. INTRODUCTION

- 2.1 This report provides information, as part of ongoing investigations, into the ways in which more efficient payment methods can be used to pay for goods and services.

## 3. BACKGROUND

- 3.1 Objective 8 of the Town Council's Three Year Plan is to investigate and develop options, such as an online payments and bookings system, for all Council services.
- 3.2 In addition to this, other preliminary investigations have started in understanding other options which could support efficient payment methods i.e. via card machines.
- 3.3 Online and/or mobile payment systems could be used to improve efficiency and enhance options for our customers across several service areas and in particular, in respect of bookings of pavilion buildings and pitches.
- 3.4 While such systems could potentially also be used in support of the town

market, investigations are currently underway in respect of bespoke market systems which would not only allow traders a mobile payment option but would also provide officers with information at their fingertips, while on the market site (for example, previous booking information or holiday entitlement information).

#### **4. CURRENT POSITION**

4.1 Currently payments for bookings, refreshments and or services are made via cash, cheque or bank transfer.

#### **5. CARD PAYMENT OPTIONS**

5.1 Fixed countertop terminals that plugs into a phone line or internet connection.

5.2 Bluetooth terminal that plugs into a phone line or internet connection – but is portable around a building.

5.3 Mobile terminal (fully mobile device)

5.4 Virtual terminal, payment via:

- Website
- Phone
- Embedded payment link within Town Council invoices

#### **6 FINANCIAL IMPLICATIONS**

6.1 Financial implications are to be fully investigated and reported back to committee at a future meeting. While there will inevitably be a cost implication, this may be comparable or indeed less than current fees being paid for the processing of cheques and cash (notwithstanding the resource implications in terms of officer time to process existing payments).

#### **7 CONCLUSIONS**

7.1 That to fully understand potential long term cost implications, for all options, further investigations need to be undertaken.

7.2 The Committee is asked to consider supporting, in principle, that further investigations into options are undertaken by officers and that the final recommendations are brought back to a future meeting for consideration.