

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy					
MEETING DATE AND TIME	30 th September 2021 7.00PM		LOCATION		Congleton Town Hall	
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer					
AGENDA ITEM	15					
REPORT TITLE	Direct Debit and BACS Approvals					
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Banks Transfers). In accordance with our Financial Regulations the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years.					
	Direct Debit list as at current meeting date:					
	Originator name	Details	Status	Last payment amount	Last payment date	Frequency
	BT GROUP PLC	Telecoms	Active	£45.47	10/09/2021	Quarterly
	CHESHIRE EAST BC	Business Rates	Active	£2739.00	01/09/2021	Monthly
	CLOSE BROTHERS LTD	Currently Under review by RFO	New			
	EE LTD	Mobile Phone costs	Active	£171.70	23/08/2021	Monthly
	HMRC E VAT	VAT	Active	£26842.79	11/08/2021	Quarterly
	ICO	Data Protection	Active	£35.00	12/05/2021	Yearly
	PITNEY BOWES	Postage/ Franking machine and purchase account	Active	£208.00	10/09/2021	Monthly
	PITNEY BOWES FINAN		Active	£190.05	10/07/2020	Quarterly
	PITNEY BOWES FINAN		Active	£72.00	08/09/2021	Quarterly
	PITNEY BOWES LTD		New			
	PRISM BUSINESS DEV	ICT Support/Services	Active	£1709.29	25/08/2021	Monthly
	PUBLIC WORKS LOANS	Loan	Active	£10888.84	31/03/2021	Half Yearly
	QUARTIX LTD	Trackers	Active	£550.44	01/07/2021	Quarterly
	RBS BUS CREDIT	Company Credit Card	Active	£920.00	31/08/2021	Monthly
	SUEZ R&R	Waste collections	Active	£292.30	31/08/2021	Monthly
	TELECOMS	Prism: Broadband and phone lines	Active	£116.21	01/09/2021	Monthly
	WEST MERCIA ENERGY	Electricity and Gas suppliers	Active	£1583.77	16/09/2021	Fortnightly
	Decision Requested	1. To note the Direct Debit list 2. To approve that Direct Debit payments continue for relevant suppliers 3. To approve that payments by BACS transfer to pay suppliers continues 4. In line with our Financial Regulations, recommend 1 , 2 and 3 to Council on 21 st October 2021 for approval				