

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	5 th October 2023 7.00PM	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	18 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 item 6.7, 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	For	Status	Last payment amount	Last payment date	Frequency
BT GROUP PLC	TELEPHONE LINES	Active	£45.47	12/06/2023	Quarterly
CHESHIRE EAST	BUSINESS RATES	Active	£2495	01/08/2023	Monthly
EE LTD	MOBILE PHONES	Active	£170.52	23/08/2023	Monthly
HMRC E VAT	VAT	Active	£4634.71	10/08/2023	Half Yearly
ICO	DATA PROTECTION FEE	Active	£35	12/05/2023	Yearly
PITNEY BOWES	FRANKING MACHINE POSTAGE	Active	£158	13/03/2023	Four Monthly
PITNEY BOWES LTD	FRANKING MACHINE RENTAL	Active	£72	07/06/2023	Quarterly
PRISM BUSINESS DEV	ICT COSTS	Active	£2460.11	25/07/2023	Monthly
PUBLIC WORKS LOANS	LOAN REPAYMENTS	Active	£10888.84	31/03/2023	Half Yearly
QUARTIX LTD	VEHICLE TRACKER COSTS	Active	£550.44	03/07/2023	Quarterly
RBS BUS CREDIT	CREDIT CARD	Active	£1111.9	28/07/2023	Monthly
TELECOMS	TELEPHONE COSTS	Active	£150.58	01/08/2023	Monthly
WEST MERCIA ENERGY	UTILITIES	Active	£4318.83	14/08/2023	Monthly

Decision Requested	<ol style="list-style-type: none"> 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 for approval.
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