

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Finance and Policy				
MEETING DATE AND TIME	5 <sup>th</sup> June 2025 7.00 pm	LOCATION	Congleton Town Hall		
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer				
AGENDA ITEM	18				
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 (Bank 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. This was last approved in 2023.				
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	£105.66	13/03/2025	Quarterly
CHESHIRE EAST	BUSINESS RATES	Active	£2495.00	01/05/2025	Monthly
EE LTD	MOBILE PHONES	Active	£169.80	23/04/2025	Monthly
HMRC E VAT	VAT	Active	£9038.26	12/05/2025	Half Yearly
ICO	DATA PROTECTION FEE	Active	£47	12/05/2025	Yearly
PITNEY BOWES	FRANKING MACHINE POSTAGE	Active	£84.71	06/03/2025	Four Monthly
PRISM BUSINESS DEV	ICT COSTS	Active	£2123.72	25/05/2025	Monthly
PUBLIC WORKS LOANS	LOAN REPAYMENTS	Active	£10888.84	31/03/2025	Half Yearly
QUARTIX LTD	VEHICLE TRACKER COSTS	Active	£613.40	01/04/2025	Quarterly
RBS BUS CREDIT	CREDIT CARD	Active	£155.88	28/04/2025	Monthly
TELECOMS	TELEPHONE COSTS	Active	£183.37	01/05/2025	Monthly
WATER PLUS	WATER RATES	Active	£1175.28	14/03/2025	Quarterly/ Monthly
WEST MERCIA ENERGY	UTILITIES	Active	£6287.78	14/05/2025	Monthly
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 continue. 4. In line with our Financial Regulations, recommend 1 , 2 and 3 to Council for approval.				