

To Hythe Town Council
Date 13 February 2020
Status **Non Exempt**
Responsible officer Responsible Financial Officer

Subject **REVIEW OF VARIABLE DIRECT DEBITS REPORT
F&GP/27/19**

SUMMARY: This report provides a list of variable direct debits and recommends the Committee reviews in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.
- b) The Council adheres to the Financial Regulations item 6.6

RECOMMENDATIONS:

- 1. To receive and note the report F&GP/27/19
- 2. To resolve to approve the attached payees.

INTRODUCTION

The Council is required to review and approve the use of a variable direct debit payment to certain suppliers every two years as per Financial Regulations item 6.6.

This report was last reviewed and noted at F&GP meeting 11 April 2019 Min no.361/18. Since that meeting there have been a few changes and this report asks the Committee to note the changes therein.

CONTACT OFFICER

If you have any queries about this report please contact The Responsible Financial Officer of the Council

Tel: 01303 266152 or email RFO@hythe-tc.gov.uk prior to the meeting.

Hythe Town Council - Payments – Direct Debits

Adobe Acropro - PDF Software £181.10 pa

Affinity Water - Variable Bi annual (usually June & Dec)

Automated Systems (ASL) - Variable monthly

British Telecom - Variable monthly approx. £190

British Gas – Variable quarterly (March, June, Sept and Dec)

Business Stream – Variable (Feb & Aug for Pavilion & Town Hall) (March & Sept for Council Offices)

~~CF Corporate Finance – Quarterly £570~~ replaced by BNP Paribas Quarterly £499.22

EDF (Individual dd;s £181 reduced to £160, £84 reduced to £69, £10 reduced to £9, £16, £175 reduced to £153) Current totals £407 per month

Edgars Water (Water Wellbeing) variable

Folkestone and Hythe District Council - Business Rates (Individual £773, £123, £231, £678 Totalling £1805 monthly) (£9494 Portland Rd not on DD as yet)

Folkestone and Hythe District Council – Grounds Maintenance £4120.77 monthly

~~Geerings~~

~~Natwest Autopay – wages~~ now paid through online banking.

Pitney Bowes – Variable monthly payment

Sage - £14.40 and £159.00 monthly for payroll and accounts software

Veolia – Variable monthly - Usual collection charges £15 Council Offices, *£74.50 to £93.12 South Rd) *Prices do not include annual purchase of bags

Vodafone – Monthly - £24.00 per month