

This report will be made  
public on 01 April 2021

# Hythe Town Council

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Report number F&GP/36/20

To Hythe Town Council  
Date 1 April 2021  
Status **Non Exempt**  
Responsible officer Responsible Financial Officer

Subject **REVIEW OF VARIABLE DIRECT DEBITS REPORT  
F&GP/36/20**

**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/36/20**
- 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](mailto:RFO@hythe-tc.gov.uk) prior to the meeting.

### **Hythe Town Council - Payments – Direct Debits**

Adobe Acropro - PDF Software £181.10 pa

Castle Water – water rates – allotments & South rd - Variable Bi annual (usually June & Dec)

Automated Systems (ASL)/ PEAC – Photocopier and telephone system - Variable monthly

British Telecom – Telephone costs - Variable monthly approx. £190

BULB – Gas and Electric costs – Variable monthly (Oaklands, Town Hall and Pavilion)

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

EDF - Electric costs - Skate park and Bunker £17 per month (to be transferred to BULB) .

Folkestone and Hythe District Council - Business Rates for 2021.22 will be (Individual £785, £125, £235, £695, £2308 Totals £4,148

Folkestone and Hythe District Council – Grounds Maintenance 2020.21 rate £4120.77 monthly

O2 Business mobile - Tennis & Bowls square card mobile £32.40 monthly.

Pitney Bowes – Variable as and when ink cartridges need replacing (once to twice a year)

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 website costs- £24.00 per month, Office mobile and Office broadband £42.23

Zoom – IT platform – Monthly £11.99