

This report will be made
public on 07 April 2022

Hythe Town Council

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Report number **F&GP/35/21**

To	Hythe Town Council
Date	28 March 2022
Status	Non Exempt
Responsible officer	Responsible Financial Officer
Subject	REVIEW OF VARIABLE DIRECT DEBITS REPORT F&GP/35/21

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/35/21**
- 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 8th April 2021 Min no. 297/20. 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 Town Clerk and Responsible Financial Officer of the Council

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

Hythe Town Council - Payments – Direct Debits

Adobe Acrobat Pro - PDF Software £181.10 pa for Town Clerk, £12.97 monthly for Admin Assistant fixed direct debit.

Asana Inc – Work management, fixed monthly direct debit £115.90.

Automated Systems Group Ltd (ASL) – Photocopier and telephone system, variable quarterly direct debit.

BNP Paribas – Lease of photocopier £458.40, fixed every four month direct debit.

British Telecom – Telephone costs £144.75, variable monthly direct debit.

Bulb Energy – Gas and Electric costs fixed monthly direct debits (£372.27 Oaklands, £209.88 Pavilion and £150.99 Town Hall).

Business Stream – Water rates at Oaklands office, Pavilion and Town Hall, variable direct debits charged every four months.

Came & Company Local Council Insurance – Annual Council insurance, £1792.87 fixed monthly payment until September 2022.

Castle Water – Water rates for allotments & South road, variable monthly direct debit.

EDF - Electric costs at Skate park £14.00 and Bunker £11.00 per month (to be transferred to Bulb).

Folkestone and Hythe District Council - Business Rates for 2022.23 charged over the months for: Portland Road Car Park £1,035, Oaklands building £786, Oaklands office £125, Town Hall £699, Sports Pavilion £235. Fixed direct debit.

Folkestone and Hythe District Council – Grounds Maintenance 2021.22 rate £7,494.38 fixed monthly payment.

O2 Business mobile - Tennis & Bowls square card mobile £34.30 fixed monthly.

PEAC (UK) Ltd – Lease of telecom system, £547.80 charged every four months

Sage - £15.05 and £167.40 monthly for payroll and accounts software

Veolia Environmental Services– Refuse collection usual collection charges for Oaklands £15.00 and South Road *£79.10-£83.38, variable monthly *Prices do not include annual purchase of bags

Vodafone – Monthly website costs- £24.00 per month, Office mobile £13.17, broadband costs of Oaklands office £29.58, Pavilion £27.00 and Town Hall £27.00 total of £120.75 fixed monthly direct debit.

Zoom – Video subscription for online Council meetings, £11.99 fixed monthly direct debit.