

This report will be made
public on 10 February 2023

Hythe Town Council

www.Hythe-tc.gov.uk

Report number **F&GP/28/22**

To Hythe Town Council
Date 3 February 2023
Status **Non-Exempt**
Responsible officer Responsible Financial Officer

Subject **REVIEW OF VARIABLE DIRECT DEBITS REPORT
F&GP/28/22**

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/28/22.**
- 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 14th April 2022 Min no. 397/21. Since that meeting there have been a few changes and this report asks the Committee to note the changes therein.

Hythe Town Council - Payments – Direct Debits

- Adobe Acrobat Pro - PDF Software £238.75 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) – Printing costs quarterly variable direct debit, total quarterly average cost of £246.62, annual fixed software support charge £441.98.
- BNP Paribas – Lease of photocopier fixed quarterly charge £492.85.
- British Telecom – Telephone costs £154.05, fixed monthly direct debit.
- Bulb Energy – Gas and Electric costs fixed monthly direct debits for Oaklands and Sports Pavilion, £480.54 and £419.76 respectively. Town Hall is on variable direct debit, total average cost of £606.61.
- Business Stream – Water rates at Oaklands office, Sports Pavilion and Town Hall are all on variable direct debits charged quarterly, total quarterly average cost of £127.29.
- Canva Pty – Poster design software annual fixed subscription £99.99.
- Castle Water – Water rates for allotments, variable monthly direct debit, average monthly total cost of £81.87.
- EDF Energy - Electric costs at Skate park £11.00 fixed monthly, Garden Store Shed £22.00 fixed monthly (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, each monthly fixed direct debit.
- Folkestone and Hythe District Council – Grounds Maintenance 2022.23 rate £5,546.04 fixed monthly payment.
- Hiscox Underwriting Ltd – Annual Council insurance contract, £1922.58 fixed monthly direct debit.
- O2 Business - Tennis & Bowls square card mobile £29.48 fixed monthly.
- PEAC (UK) Ltd – Lease of telecom system quarterly charge of £487.80.
- Sage UK - £72.53 monthly fixed direct debit for payroll and pension software.
- Veolia Environmental Services – Refuse collection for Oaklands £15.00 fixed monthly and South Road monthly variable cost of £79.69 *Prices do not include annual purchase of bags.

- Vodafone – Monthly website costs £24.00 fixed per month, Office mobile £18.85, broadband costs of Oaklands office £32.33, Pavilion £29.51 and Town Hall £29.51 total of £134.20 fixed monthly direct debit.
- Zoom – Video subscription for online Council meetings, £11.99 fixed monthly direct debit.

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.