

Committee	FINANCE COMMITTEE
Date	18 May 2020
Agenda Item	7c

Approval of Direct Debits for Financial Year 2020/21

The following are the Direct debits for the Financial Year 2020/21 to be approved by the Council and authorised by the Chairman and Deputy Chairman of Council

Business rates

Payments of Halstead Town Council Rate Demands are made monthly by Direct Debit direct to Braintree District Council. The amounts each month are as follows.

	<u>First Payment of (£)</u>	<u>9 Further payments of (£)</u>
Hedingham Road Car Park	147.00	150.00
Rosemary Lane Car Park	93.10	95.00
Chapel Street Car Park	998.00	998.00
Butler Road Car Park	317.70	314.00
Queens Hall Offices Ground Floor	222.55	222.00
Queens Hall First Floor	116.18	116.00
Queens Hall Community Hall	122.50	125.00

Data protection

Payments of Halstead Town Council's annual membership to the Information Commissioner for compliance with Data Protection is made by Direct Debit. The Amount for 2019/20 was £55.00. Membership is due for renewal in January 2021. It is not expected that there will be an increase of more than £5.00

Gas and Electricity supply

The Supply of Gas & Electricity to Halstead Town Council premises are paid monthly by Direct Debit to Scottish Power. Currently the amounts payable are as follows:

<u>Location</u>	<u>Service</u>	<u>Direct Debit Amount</u>
Queens Hall (including offices)	Electricity Supply	£ 140.00 per month
Queens Hall (Including Offices)	Gas Supply	£ 293.00 per month
Kings Road W/C	Electricity Supply	£ 38.00 per month

Should there be a substantial increase to these amounts members will be notified and authorization obtained before the payment is processed.

Debit card payments

Payments for the rental of our Debit Card Payment Terminal Handeypay' PDQ Machine is made by Direct Debit to EVO Payment International GmbH . The amount each month is: £15.99 plus VAT, plus 0.8% commission of sales from both debit and credit card transactions.

For reference the actual expenditure in 2019/20 was £376.61 plus VAT (31.38 per month excl VAT)

Photocopier lease

The Lease/Hire agreement for the Samsung X3280 Colour MFP (Photocopier) is with C F Corporate Finance Limited and is paid quarterly by Direct Debit. Usage of the copier is invoiced separately and currently paid by cheque.

The amount payable for the lease is £ 249.50 Plus VAT per Quarter

Though not expected, should there be a substantial increase to this amount, members will be notified and authorization obtained before the payment is processed.

Sage Accounting system

Payments for SAGE Accounting System is made by Direct Debit to Sage UK. The amount each month is: £ 100.00 plus VAT.

Telephone equipment lease

Payments for the rental of our Telephone equipment is made to Shire Leasing on behalf of British Telecom. Payment is made Quarterly by Direct Debit. The Payment Amount is: £ 99.98 per quarter including VAT, the first payment of the year being slightly higher at £141.97 including VAT, as it includes a maintenance charge.

Telephone calls

Calls and Internet are currently supplied by British Telecom and payment is made quarterly by Direct Debit direct to British Telecom. The amount each quarter is in the region of £450.00 quarterly plus VAT, although there can be some variation.

For reference the actual expenditure in 2019/20 was £1,811.58 plus VAT (452.90 per month excl VAT)

Should there be a substantial increase to the above amount, members will be notified and authorization obtained before payment is agreed.

Water

Payments for surface water drainage for Chapel Street and Butler Road Car Parks (1 per year), water and sewerage for Queens Hall and Kings Road Public Conveniences are made by monthly Direct Debit to 'Wave.' The amounts are as follows:

Butler Road Car Park	01.04.2020	£ 70.00
Chapel Street Car Park	01.04.2020	£ 70.00

Kings Road Toilets	01.04.2019	£ 100.00 per month
Queens Hall (including Offices)	01.04.2019	£ 35.00 per month

Franking machine

Payment for the lease of our Franking machine and its maintenance is made by Direct Debit to Pitney Bowes Finance Ltd. The quarterly amount is £54 plus VAT. There will be no increase in payments for the duration of this lease which runs for 6 years from August 2018.

Recommendation: In order that we comply with our Audit requirements, HTC must agree to these Direct Debit payments, and the Chairman and Vice chairman, as authorised signatories for the Town Council, should sign to confirm that payment for these services will be paid by Direct Debit through our Current Account

A handwritten signature in black ink, appearing to read 'Sarah Greateorex'. The script is cursive and somewhat stylized, with the first name 'Sarah' being more legible than the surname 'Greateorex'.

Sarah Greateorex Town Clerk