Committee	**FULL COUNCIL - FINANCE**
Date	**13 May 2024**
Agenda Item	**7a**

Approval of Direct Debits for Financial Year 2024/25

The following are the Direct debits for the Financial Year 2024/25 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.

	First Payment of (£)	9 Further payments of (£)
Hedingham Road Car Park	107.80	110.00
Rosemary Lane Car Park	72.08	71.00
Chapel Street Car Park	744.00	749.00
Butler Road Car Park	237.25	237.00
Queens Hall Offices Ground Floor	260.74	256.00
Queens Hall First Floor	134.01	134.00
Queens Hall Community Hall	144.87	144.00

The amounts requested for the carparks are the same as in 23/24, whereas the amounts requested for Queens Hall have all gone up slightly.

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 2024/25 was £60.00. Membership is due for renewal in January 2025. It is not expected that there will be an increase, as this is based on our number of employees.

Gas and Electricity supply

The Supply of Gas & Electricity to Halstead Town Council premises are paid monthly by Direct Debit to Scottish Power. These have all increased during the year, but the increases have to some extent been alleviated by the Business Energy Relief scheme, and these increases were all foreseen when preparing the budget:

Location	Service	Direct Debit Amount	
Queens Hall (including offices)	Electricity Supply	£	319.46 per month
Queens Hall (Including Offices)	Gas Supply	£	638.95 per month
Kings Road W/C	Electricity Supply	£	31.35 per month

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

Debit card payments

Payment for the rental of our Debit Card Payment Terminal Handepay' PDQ Machine is made by Direct Debit to EVO Payment International GmbH . The amount each month has for several years remained at:

£15.99 plus VAT, plus 0.8% commission of sales from both debit and credit card transactions.

Photocopier lease

The Lease/Hire agreement for the Samsung X3280 Colour MFP (Photocopier) is with Grenke and is paid quarterly by Direct Debit. Usage of the copier is invoiced separately and currently paid by BACS.

The amount payable for the lease is £ 293.98 including 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.

Rialtas accounting system

Payments for Rialtas will be £111 per month 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: £ 99.97 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 £435.00 plus VAT, although there can be some variation.

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	01.04.2024	£ 66.27	per year
Chapel Street Car Park	01.04.2024	£ 66.27	per year
Kings Road Toilets	01.04.2024	£ 41 per month	
Queens Hall (including Offices)	01.04.2024	£ 27.00 per month	
Tidings Hill	01.04.2024	£34.85 per month	

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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 £64.80 + VAT. This lease 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

Sarah Greatorex

Sarah Greatorex Town Clerk