

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Finance and Policy		
MEETING DATE AND TIME	6 th June 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer		
AGENDA ITEM REPORT TITLE	Item 19 Direct Debit		
Background	<p>In accordance with our Financial Regulations we can pay certain items by Direct Debit:</p> <p>6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.</p>		
Updates	<p>We currently pay for Utilities and Town Hall Business Rates by Direct Debit.</p> <p>Water Rates are not currently set up to pay by Direct Debit, this can cause late payment issues as the payment terms for Water Plus are short, 14 days, and sometimes this can cause late payments dependant on our payment run.</p> <p>The information Centre Business Rates and In Bloom Business Rates have not been set up to pay by Direct Debit, and the request is to bring this in line with the other Business Rates.</p> <p>We are due to re-approve paying by Direct Debit in October 2025. Direct Debit supplier invoices are made available for signatories to check and sign off as part of our weekly payment run.</p>		
Decision Requested	To approve the request to pay all Water Rates and the In Bloom & Information Centre Business Rates by Direct Debit.		