

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council					
MEETING DATE AND TIME	23 rd October 2025 7.00 pm	LOCATION		Congleton Town Hall		
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer					
AGENDA ITEM	9.4					
REPORT TITLE	Direct Debit and BACS Approvals					
Background	Congleton Town Council pay several suppliers by Direct Debit, and the majority of supplier invoices by BACS (Bank Transfers). In accordance with our Financial Regulations item 6.7, the approval for the use of variable Direct Debt and BACS payments should be approved by Council at least every 2 years. This was last approved in 2023.					
	The below list was approved by Finance and Policy in 5 th June 2025 FAP/11/2526					
Direct Debit list as at current meeting date:						
Originator name	For	Contract end date	Status	Last payment amount	Last payment date	Frequency
BT GROUP PLC	TELEPHONE LINES	Rolling contract	Active	£105.66	13/03/2025	Quarterly
CHESHIRE EAST	BUSINESS RATES	N/A	Active	£2495.00	01/05/2025	Monthly
EE LTD	MOBILE PHONES	Rolling: Currently under review	Active	£169.80	23/04/2025	Monthly
HMRC E VAT	VAT	N/A	Active	£9038.26	12/05/2025	Half Yearly
ICO	DATA PROTECTION FEE	N/A	Active	£47	12/05/2025	Yearly
PITNEY BOWES	FRANKING MACHINE POSTAGE	September 2025: Due to be cancelled	Active	£84.71	06/03/2025	Four Monthly
PRISM BUSINESS DEV	ICT COSTS	Rolling	Active	£2123.72	25/05/2025	Monthly
PUBLIC WORKS LOANS	LOAN REPAYMENTS	Fixed loan terms	Active	£10888.84	31/03/2025	Half Yearly
QUARTIX LTD	VEHICLE TRACKER COSTS	Rolling: Under review	Active	£613.40	01/04/2025	Quarterly
RBS BUS CREDIT	CREDIT CARD	N/A	Active	£155.88	28/04/2025	Monthly
TELECOMS	TELEPHONE COSTS	Rolling	Active	£183.37	01/05/2025	Monthly
WATER PLUS	WATER RATES	N/A	Active	£1175.28	14/03/2025	Quarterly/Monthly
WEST MERCIA ENERGY	UTILITIES	Annual commitment, April to March	Active	£6287.78	14/05/2025	Monthly
Decision Requested	1. To note the Direct Debit list. 2. To approve that Direct Debit payments continue for relevant suppliers. 3. To approve that payments by BACS transfer to pay suppliers continue.					