

Finance + General Purposes Committee – 8 March 2018

Item 5. FINANCIAL MATTERS:

5.5 Financial Regulations – review of Direct Debits and Standing Orders: In accordance with the Council's Financial Regulations (15 May 2015; 5.6 and 6.7) the Committee is required to review the instructions to the bank for Direct Debits and Standing Orders. (Ref: *Schedule of instructions to the bank for Direct Debits and Standing Orders - 1 March 2016 ATTACHED*)

RECOMMENDATION: The Schedule of instructions to the bank for Direct Debits and Standing Orders (1 March 2018) is approved.

BRIEFING NOTE

To: Finance + General Purposes (8 March 2018)

Re: Financial Regulations – review of Direct Debits and Standing Orders:

In accordance with the Council's Financial Regulations (15 May 2015; 5.6 and 6.7) the Committee is required to review the instructions to the bank for Direct Debits and Standing Orders.

The following is a schedule of the Debits and Orders at 1 March 2018:

	Item	Frequency	Date (approx.)	Payee	Amount (total, inc VAT)
1	Electricity charge – toilets (Pitt Lane)	monthly	7	EDF Energy	23.00
2	Electricity charge – toilets (Cuckfield road)	monthly	11	EDF Energy	31.00
3	Telephone	monthly	28	British Telecom	varies
4	PWLB Loan for Sayers Common Village Hall grant	6 monthly	2 October 2 April	Public works Loan Board	£3659.78
5	Photocopier	Monthly	22		Varies
6	PWLB Streetlighting project	6 monthly	2 October 2 April	Public works Loan Board	4876.65

RECOMMENDATION: The Schedule of instructions to the bank for Direct Debits and Standing Orders (1 March 2018) is approved.

Stephen Hoyles
CLERK TO THE COUNCIL
1 March 2018
