

**BRIEFING NOTE**

To: Finance + General Purposes (7 February 2019)

**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 2019:

	Item	Frequency	Date (approx.)	Payee	Amount (total, inc VAT)
1	Electricity charge – toilets (Pitt Lane)	quarterly	February	Total Gas & Power	Varies
2	Electricity charge – toilets (Cuckfield road)	quarterly	March	Total Gas & Power	Varies
3	Electricity charge – chapel (South Ave)	quarterly	January	Total Gas & Power	Varies
4	Telephone	monthly	12	British Telecom	Varies
5	PWLB Loan for Sayers Common Village Hall grant	6 monthly	2 October 2 April	Public works Loan Board	£3659.78
6	PWLB Streetlighting project	6 monthly	2 October 2 April	Public works Loan Board	4876.65
7	Photocopier – Equipment & usage	quarterly	February	Managed Technology	Varies
8	Photocopier Leasing charge	quarterly	January	Grenke Leasing Ltd	£238.79
9	Photocopier equipment protection	Annually	January	Grenke Leasing Ltd	£106.80
10	Bank Charges	Quarterly	March	Unity Bank	Varies

**RECOMMENDATION: The Schedule of instructions to the bank for Direct Debits and Standing Orders (1 March 2019) is approved.**

Stephen Hoyles  
CLERK TO THE COUNCIL  
31 March 2019

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