



## **2025/26 Regular Payments, Direct Debits and Standing Orders**

The new Financial Regulations refer to Regular Payments, Direct Debits and Standing Orders:

- 6.6 For each financial year the Clerk/RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 7.9 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved by two members, evidence of this is retained and any payments are reported to Finance, Policy and Resources Committee when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

The list of regular payments and direct debits for approval are shown below. The Council do not currently have any standing orders.

Direct Debits:

NT Voice and Data	Mobiles, phoneline and broadband
Fuel Card Services Ltd	Fuel
Enva	Waste collection
Rushcliffe Borough	Business Rates (Old Court House & Cemetery)
ICO	Subscription
PEAC	Photocopier lease
Croner	HR/Health & Safety Consultants
Smartest Energy	Gas/Electric (some paid by invoice)

Regular Payments (not including regular contractors for ad-hoc services):

Starboard systems	Annual licence for Scribe Accounting Software
Allianz	Annual Lift Insurance and compliance check
Lift & Engineering Services	Annual Lift Servicing Contract
Lindum Security	Annual Fire Alarm Service and Inspections
Crown Estates	Annual Rent fees for Warners Paddock
RBC	Annual allotment rent
Jas Martin	Annual fees for Cogley Lane rental
RoSPA	Annual Play Area Inspections
Rushcliffe Borough Council	Annual Contract for Wynhill Grass Cutting
Jas Martin	Annual fees for Cogley Lane rental
Rushcliffe Borough Council	Annual Contract for bin and waste clearance
Initial	Annual Sanitary Waste Fees
Severn Trent	Annual Water supply fees for Warners Paddock
Trent Valley Internal DB	Annual Wayleave
Notts Fire & Safety	Annual Fire Extinguisher Service
Chubb	Annual Burglar Alarm fees
HMRC	Monthly PAYE
Notts County Council	Monthly Superannuation
J Perring	Monthly Contract Cleaning Services
Arcsus	Monthly IT Support and Annual 365 Licence Fees
Bakers Waste	Monthly Skip rental fee
Water Plus	Monthly Water Fees for OCH, Cemetery & Allotments
D Hazle	Monthly Window Cleaning
Foremost Security	Monthly Keyholding
ASL	Monthly Photocopying Charges
Hrunk	Monthly website update fees
Ernest Doe	Monthly Mower Hire

### Recommendation

The Council is asked to review and approve the regular payments and direct debits listed to the next annual review in May 2026.