



2026/27 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:

| | |
|----------------------------|---|
| SCG Midlands | Mobiles, phonenumber and broadband |
| Motia | Fuel |
| Enva | Waste collection |
| Rushcliffe Borough Council | 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 |
| Rushcliffe Borough Council | 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 |
| 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 Ltd | Annual Fire Extinguisher Service |
| Chubb | Annual Burglar Alarm fees |
| HMRC | Monthly PAYE |
| Notts County Council | Monthly Superannuation |
| Spotless Cleaning | Monthly Contract Cleaning Services |
| Arcsus – Kirkby Group Ltd | 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 |
| Howard Marshall Engineering Ltd | 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 2027.