



Northway Parish Council Adopted Policy on Direct Debit Payments

Where the Responsible Finance Officers (RFO) considers it to be essential, or to the best benefit of the Council, to set up a Direct Debit (DD) payment for Service to the Council the following actions must be followed:

1. The RFO shall complete the proposal form at attachment and obtain signatures from 2 Councillors to authorise the payment. The RFO and Council Members shall only sign such a form where Council or one of the Committees has already authorised the payment. This is unless the payment is in response to a health and safety emergency in which case the RFO and other signatories are responsible for ensuring retrospective authorisation is granted at the next available Council or Committee meeting. DD payments shall only be authorised against the Current cheque account.
2. When the first DD payment is deducted from the account the RFO shall present the approval form to the Council under the Accounts for Approval agenda item, each payment thereafter shall be reported under this agenda item. The RFO shall be responsible for drawing changes to DD payments to the attention of the Council and the appropriate budget holding committee.
3. The Finance Committee shall be responsible for monitoring DD payments, ensuring that only authorised DDs, to an approved value, have been taken from the Council's accounts.
4. The RFO shall be responsible for ensuring that DDs cease at the end of contract or, with authority from the Council or budget holding committee, are stopped on cancellation of al service. The RFO shall provide the Council with evidence of the cessation of the DD under the next available Accounts for Approval agenda item, this evidence may be documentary, electronic or, where these are not possible, a copy of before and after bank statements.
5. This Policy regarding DD Payments must be reviewed annually by either the Council or Finance Committee.

NORTHWAY PARISH COUNCIL

Direct Debit Authorisation Form

This form authorises the Responsible Finance Officer, Northway Parish Council, to enter into a Direct Debit payment agreement for:

Name of Service

Service Provider

Service Provider Account Details

Payment Amount :

Initial Payment

Subsequent Payments (if different)

Payment Frequency

Start Date

End Date (where appropriate)

Payment Approval Minute Reference

(For Health and Safety Emergency payments this entry must be completed and initialed after signature)

Northway Parish Council Bank Account Details

Signatures: RFO: Name

Signature

Date

Councillors:

Name

Name

Signature

Signature

Date

Date

For Completion on Cessation of Direct Debit Payment

Adopted MIN REF FIN/05/08
Reviewed annually
Reviewed 24.04.2024