



Berwick upon Tweed Town Council

Budget & Administration Committee

15 June 2021

Appendix G

Report of Finance Officer

Regular Payments

Access Public

Background

1. As reported previously to Council, Berwick Town Council makes a number of direct debit payments to organisations, mainly for the supply of utilities, such as water and electricity.
2. As a matter of good practice, each year Councillors are provided with a list of direct debits. These are listed in Table 1.
3. Additionally, Berwick Town Council make a number of recurring payments for items such as office rent, IT support, wages and bus shelter cleaning.
4. These are identified in Table 2.

Recommendation

1. Councillors note the report.

Author	RPL	Town Clerk sign off (if required)	GD
Checked by	SC	Finance Officer sign off (if required)	RPL

Table 1 List of Direct Debit Payments

Recipient	Frequency	What For	Approximate Cost [£]
BT	Quarterly	Line Rental	110
BT	Quarterly	Broadband	110
Opus	Monthly	Splash Park Electricity	15 [winter] 30[summer]
Russell Telecom	Monthly	Phone	65
NEST	Monthly	Pension	950
Google	Monthly	G-suite software	130
Wave	Quarterly	Water at Allotment	50

Table 2 List of regular payments

Recipient	Frequency	What For	Approximate Cost [£]
24/7	Quarterly	Data SIM for CCTV	150
NCC	Monthly	Salaries	10000
Arch Commercial	Monthly	Office rent	1255
Arch Commercial	Quarterly	Office electricity	150
Northern Lab	Monthly	IT Support	100
Northern Lab	Monthly	Anti-virus software	14
Wheeleigh Clean	Bi-monthly	Bus shelter cleaning	250
Wheeleigh Clean	Fortnightly [May to September]	Splash Park Cleaning	50

Note: The Town Council is currently transferring IT and phone services so some of the above will change in the coming months.