LINDFIELD PARISH COUNCIL
DIRECT DEBITS IN FORCE FOR FINANCIAL YEAR 01.04.23 - 31.03.24

FC Annual Meeting 17.05.23
Agenda item 14

NB Some of the figures quoted are from the statements received in 2022/23 and may increase for 2023/24. Amounts do not include VAT

Risk Assessment: Full statements are received for all these items prior to payment being taken. Payments are checked on a monthly basis against the bank statements.

DIRECT DEBITS

	Recipient	Reason	Amount	Payable	Date set up/renewed	End date
IT	Vision ICT	Website hosting & domain name, SSL certificates	£65 (,gov addresses), £263.38 website, £50 SSL certicates	BI Annual / Annual	Mar-24	Varies
	Information Commissioner's Office	Data Protection Act registration	£35 (for year - February)	Annual	05.02.09	
	Breakthrough Communications	Compliant Councils Hub Service	FY 22/23 £445 (if required)	Annual	05.11.22	
	JNR Computers	IT Support, Microsoft Sharepoint/OneDrive & Emails, Security software	FY22/23 £2,198.56	Annual	Jun-18	
	Process Matters 2	Data Protection Officer	£150 FY 22/22	Annual	Oct-22	
Office	Castle Water	Clock Tower House - Metered water & waste water services	FY 21/22 £91	monthly	Aug-20	
	SSE Swalec	Electricity - Clock Tower House	variable according to usage. March bill £7.21	Quarterley		
	B-9 Fire	Maintenance of Fire Alarm System at CTH	FY 22/23 £169.90	Two instalments	2013	
	Phoenix	Maintenance of Fire Extinguishers at CTH	FY 22/22 £93.38	Annual	2013	
	BM Air Limited	Air conditioning - preventative maintenance	FY 22/22 £676.52	Two instalments	2020	
	Holts	Maintenance of Intruder Alarm system at CTH	FY 22/23 £380	Two instalments	2013	
	Mid Sussex District Council	Non-Domestic Rates - Ground Floor, Clock Tower House	full small business rate relief		April 2013	
	British Telecommunications Plc	Telephone and Broadband - Clock Tower House	Regular and usage charges. Some charges are being clarified	Monthly	Jan-23	Jan-28
	BNP Paribas Agreement (3 years)	Photocopier rental	£259.99 plus VAT quarterly *plus annual account service fee of £40*	Quarterly	Sep-22	Sep-25
	Apogee Agreement number (3 years)	Photocopier service based on metered usage	Variable -approx £240 a year+ VAT	Quarterly	Sep-22	Sep-25
	Tisburys	Office Cleaning	£227.50 per month	on invoice		
	Ian Woodhams	Window Cleaning	£10 per month	on invoice		
	Lindfield Enterprise Parks Ltd	Annual estate service charge	£630	annual		
	Suez	Waste collection service (waste & recycling)	£83.95 per month	Monthly	Jan-22	Jan-24
WC	Healthmatic	Maintenance of the public toilets - fittings, equipment, plumbing etc	£4,907.40 FY21/22 (not including additional repairs)	Annual	July	

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WC	Monitor Cleaning Services Ltd	Regular cleaning of public toilets	£402.73 per month (23/24 rates)	monthly	2006	
	Calabash Washroom Hygiene Limited	Ladycare, air freshner and nappy/clinical units for Denmans Lane public toilets	£1,425.00 (May 2022)	Annual	2018	
	British Gas Lite	Electricity - Public Toilets	Variable according to usage - FY22/23 £465.88	Monthly	Oct-22	01.10.24
	Castle Water	Water supply	Variable according to usage - FY22/23 £578.44	Monthly		
	Mid Sussex District Council	Non-Domestic Rate - Public Toilets	full business rate relief			
HR	WSCC/Capita Partnership	Payroll adminstration	Calculated per pay slip, FY 21/22 £340	Annually		
Street Scene	Streetlights	Annual Maintnance Contract for streetlights	£1,171.30 (not including additional repair charges)	2 instalments	2011	
	Haywards Heath Town Council	Grass cutting - High Street	FY 22/23 £1,893.65	Annual	Jun-10	
	Blachere Illumination	Christmas lights (3year agreement sparklights	FY 22/23 £12,760	on invoice	2022	2024
	Blachere Illumination	Christmas lights - install of Parish Council owned festoon lights	FY 22/23 £5,190	on invoice	Mar-23	
	Npower	Street Lighting - Energy Charge (unmetered supply)	variable according to usage - FY22/23 - £2,834.81	Monthly / 3 year contract	Jan-22	01.01.24
Software	Pear Technology	Digital Mapping - annual service charge	FY22/23 £225.00	Annual	2013	
	Parish Online	Mapping software (WSALC discount not continued for 2022)	£180 for 2023/24	Annual	May-23	
	Rialtas	Allotment, asset, and financial software support. End of financial year close down	FY 22/23 £1419.66 (expected charges)	Annual		
	Adobe	Acrobat software	£181.10	Annual	04-Aug-23	05-Aug-23
	Survey Monkey	Online survey tool	£310	Annual	13-Mar-23	12-Mar-24
	Blackburn IT Services Ltd	Inspcetion app	£150	Annual	12-Oct-21	11-Oct-22
Allotments	Castle Water	Allotments - Metered Water	FY 21/22 £570.80	monthy	Aug-18	
Loan	Public Works Loan Board	Loan repayments for Clock Tower House	£10,000.00 plus interest twice yearly - (interest reduces as balance outstanding goes down)	Twice yearly	2012	