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| <b>Committee</b>   | <b>COUNCIL MEETING</b>               |
| <b>Date</b>        | <b>12<sup>th</sup> November 2018</b> |
| <b>Agenda Item</b> | <b>7d</b>                            |

### **Approval of new Direct Debit for Financial Year 2018/19**

The following are the Direct debits for the Financial Year 2018/19 to be approved by the Council and authorised by the Chairman and Deputy Chairman.

#### **Franking machine**

HTC recently had to replace its ageing franking machine. Advice was given that a rental agreement including service would be cheaper than buying a new machine. This is a fixed term lease for 6 years, and there will be no increase in payments over the lease period.

Payments for the lease of the franking machine are made to Pitney Bowes Finance Ltd at £54 per quarter plus VAT.

**Recommendation:** In order that we comply with our Audit requirements, HTC must agree to this Direct Debit payment, and the Chairman and Vice chairman, as authorised signatories for the Town Council, should sign to confirm that payment for these services will be paid by Direct Debit through our Current Account



Sarah Greatorex  
Town Clerk