

Eckington Civic Centre
Market Street
Eckington
Sheffield
S21 4JG
www.eckington-pc.gov.uk
clerk@eckington-pc.gov.uk



Tel: (01246) 432770
Mob: 07715668815



@Eckington_PC



@Eckington Parish Council

DEBT MANAGEMENT POLICY

Approval and Review

The Council has approved this Debt Management Policy, which forms an attachment to the Financial Regulations and supports Financial Regulation 1.12 and 9.4

Actions to be followed

Supply of Goods and Services

1. All invoices are sent out for goods and services ahead of the supply of those goods and services except in exceptional services. All invoices will show a 'Due By' date which will normally be 30 days after the invoice date.

Hire of the Civic Centre

2. Regular hirers of the Civic Centre will be invoiced monthly.
3. Casual hirers will be required to make payment in full prior to commencement of their hire.
4. Failure to pay will result in their hire being cancelled.

Non-receipt of Payment

5. In the event of payment not being received by the due date a reminder will be sent detailing that payment is now requested within 14 days of the date of the reminder. If no payment is received within 14 days of the date on the letter a Final Demand will be sent and the Council will consider action to recover the late payment at their next meeting.
6. In the event of payment not being received after the Final Demand, the Council will consider action to recover late payment at their next meeting. A letter will be sent by or on behalf of the Responsible Financial Officer (RFO).
7. The Council and RFO will, where appropriate, seek to work with the debtor to implement a manageable programme of repayment (see below)
8. The RFO is responsible for implementing 1 – 6 above.
9. Debts can only be written off with approval from the Council, and when 1 – 6 above have been implemented.
10. All Debts will be recorded in the Notes to the Annual Accounts.
11. Once appropriate authorisation has been received and final authorisation for write off agreed by Full Council the debt will be removed from the accounting system and charged against the appropriate bad debt provision.

Methods of Payment

1. The Council will promote the use of electronic payment methods, wherever possible, in preference to the use of cash and cheque.
2. All Invoices will include Information on how and where payments can be made.
3. Customers may request an instalment arrangement for debts which will be considered by the Finance Committee. The instalment amount offered and the frequency of the payments, will be based on an assessment of the likelihood of the customer meeting the arrangement.

	Reminder	Final Demand	Action
Civic Centre Invoices	28 days after due date	14 days after 2 nd reminder	Brought to Finance Committee for a decision
Cemetery Invoices	28 days after due date	14 days after 2 nd reminder	Brought to Finance Committee for a decision
Allotment Rent	28 days after due date	14 days after 2 nd reminder	Brought to Finance Committee for a decision
Cemetery Lodge Rent	28 days after due date	14 days after 2 nd reminder	Brought to Finance Committee for a decision
Renishaw and Spinkhill Invoices	28 days after due date	14 days after 2 nd reminder	Brought to Finance Committee for a decision