

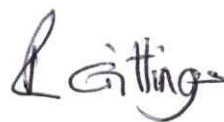
ORLETON PARISH COUNCIL

STANDING ORDERS & DIRECT DEBIT PAYMENTS 2025-26 (APPENDIX 2)

The following are set up as regular payments made automatically through the Parish Council's current bank account with Unity Trust Bank.

Regular payments are included in monthly bank reconciliations; however, they will not be individually specified on each PC meeting agenda unless there is a change to be noted and verified.

Payee	Description	Amount (£)	Frequency
HMRC – Direct Debit	Employer's PAYE	Variable (as advised by Autela Payroll Services)*	Quarterly* verified at PC meeting following payment
ICO – Direct Debit	Information Commissioner's Fee	47.00*	Annual (includes DD discount & price uplift 2025-26)
Unity Trust Bank – Direct Debit	Service Charge	6.00	Monthly
Microsoft – Card Payment	Office 365	Variable (annual increase)	Annual* verified at PC meeting following payment
Starboard Systems Ltd.	Scribe (accounting system) subscription	44.40	Monthly
Epson UK Ltd.	Printer Ink Subscription	5.99	Monthly (per 100 pages)



Reviewed: 18.09.2025

Next Review: May 2026