



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Payments and Receipts Policy**

### **Introduction**

Patchway Town Council hires out its facilities such as sports pitches and The Casson Centre to generate income to be reinvested back into these facilities. This income is crucial to the council as it helps fund work on these facilities during the financial year. It is the hirer's responsibility to ensure that all invoices are paid in a timely manner and through arrangement with the Patchway Town Council office.

Patchway Town Council engages contractors to carry out work for which the council cannot use their own staff for such as qualified electricians, architects, and consultants. These contractors are engaged to carry out necessary work to aid the council's running or projects that the council has. These contractors will invoice for the work completed after the job has been finished.

This policy outlines what Patchway Town Council, its contractors and its hirers responsibilities are when it comes down to making and receiving any payment.

### **1. Payment to Contractor/Suppliers**

- Patchway Town Council will supply all contractors/suppliers with this policy prior to work commencing
- The contractor will undertake the work as briefed and in line with their quotation
- At the conclusion of all works, the contractor/suppliers will supply an invoice to the Town Council.
- Patchway Town Council will check the invoice for accuracy and to ensure it is aligned with the quotation received.
- Patchway Town Council will query with any contractor/supplier if there any anomalies.
- Patchway Town Council will consider **ALL INVOICES** on the **third Tuesday** of each month at the meeting of the Full Council.
- **If Patchway Town Council agree the expenditure then you will receive payment by BACS by the last working day of each month, unless otherwise agreed.**
- If the expenditure isn't agreed, it will be automatically referred back to the contractor/supplier then reissued for the next month's Full Council meeting.
- Patchway Town Council will not pay by cheque as of April 1<sup>st</sup>, 2020 to ensure that public money is used efficiently.
- Any queries regarding payment should be sent for the attention of the Responsible Finance Officer.

### **2. Receipts from Hirers**

- **All hirers** of Patchway Town Council facilities will sign terms and conditions for their hire prior to the period of hire.
- Before the period of hire, Patchway Town Council will send an invoice to the hirer with the payment terms of strictly 14 days, unless otherwise agreed.

Adopted: 21<sup>st</sup> May 2024.

Review: May 2025.



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- The hirer will pay the invoice before the date of hire via BACS, Cheque or Cash. (Patchway Town Council prefers BACS payments)
- It is the responsibility of the hirer to ensure that all invoices are paid according to payment date.
- Any invoices that are overdue may be subject to collection activity unless there is a legitimate reason for the late payment.
- Receipts for payments can be issued upon request.
- No monies are refundable; Patchway Town Council will apply credits to another booking date if there is enough notice given of cancellation of booking and there is ample availability in the facility.

Adopted: 21<sup>st</sup> May 2024.

Review: May 2025.