

PURTON PARISH COUNCIL	PURSUING NON PAYMENTS OF DEBT POLICY
APPROVED BY COUNCIL: ...17.../...04.../...2023...	
<i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
Signed by Clerk:	Dated:

PURTON PARISH COUNCIL AND CHARITIES POLICY FOR PURSUING NON PAYMENT OF DEBTS

1. Invoice sent, action by either Finance Officer or Hall Booking Clerk to chase for payment if not received within given terms of payment.
Booking invoices are due for payment prior to the date of hire and discounted given for block hire. Failure to pay within the agreed dates will result in discount removed.
2. Second invoice sent one month after first invoice. Action by Officer who sent the first invoice to chase and ask why non payment. Telephone call to be made to chase debt.
3. Third invoice sent one month after the second invoice, this invoice to state “Please note this is a reminder invoice your urgent attention is requested” Action by Finance Officer, Clerk.
4. If a further two weeks elapses without payment then correspondence is sent advising that this matter will be referred to the Small Claims Court if payment is not received by return. In addition, in the case of the charities hire facilities the Trustees will be unable to accept any booking for hire of the Village Hall or Village Centre facilities until the outstanding payment has been received Action by Finance Officer. The Bookings Clerk will be advised not to leave keys for the pre-booked hire. No refunds/carried forward will be issued if bookings are not honoured and payment is made retrospective.
5. Pursue through Small Claims Court Action by Finance Officer.

Review Date	Review Detail
17-3-23	No changes