



Background

The town council has been seeking payment for two invoices over the last couple of years.

1. £85.20 (inclusive of VAT) for a pitch fee from the 2025 Christmas lights switch on. This account has been contacted regularly to request payment, the final request included a suggestion that legal action may be taken to recover the debt, with no effect.
2. £960.00 (inclusive of VAT). The Rising Sun pub agreed to be a venue for the 2024 Live Music Festival and received countless statements and letters chasing this invoice. This includes letters sent in the post and the suggestion of a payment plan. The business then folded and we have been unable to establish who is responsible going forward. Companies House has nothing to offer, and local chat has not uncovered any useful information either.

Current Situation

We now need to take a view on the next steps.

If we pursue the £85.20 we would need to set up an online money claim which will cost us £35 in the first instance. This would be added to the debt for the defendant to pay. The defendant then has 28 days to pay or set up a plan. If they chose not to a County Court Judgement (CCJ) will be set against them.

The Rising Sun debt is difficult to pursue as we have no details of who to contact.



Recommendation

As the previous report into the recovery of bad debts, 13 November 2025, led to a decision by the council to consider each case on its on merit the options are as follows:

£85.20 – pursue with an online money claim and spend the £35 as part of the process. If the CCJ is awarded for non-payment, write the debt off that that stage.

£960.00 – in the absence of anyone to contact, write the debt off.

Sarah Howe – Committee Clerk

2 September 2026