

SAXMUNDHAM TOWN COUNCIL - MARCH 2024

01/03/2024	Balance Carried Forward - Unity Trust Bank	£90,512.81
	Balance Carried Forward - Cambridge Building Society	£82,510.04
		£173,022.85

Payments 2023-2024

Invoice Date	Purchase Order No	Supplier	Description	Gross	VAT	Net
01/03/2024	n/a	Nest	Pensions - Month 11	£425.92	£0.00	£425.95
12/03/2024	n/a	Nest	Pensions - Month 12	£449.97	£0.00	£449.97
22/03/2024	n/a	Employee 1	Salary - March 2024	£2,736.15	£0.00	£2,736.15
22/03/2024	n/a	Employee 2	Salary - March 2024	£1,060.55	£0.00	£1,060.55
22/03/2024	n/a	Employee 3	Salary - March 2024	£984.68	£0.00	£984.68
22/03/2024	n/a	Employee 4	Salary - March 2024	£982.05	£0.00	£982.05
22/03/2024	n/a	Employee 5	Salary - March 2024	£932.56	£0.00	£932.56
22/03/2024	n/a	Employee 6	Salary - March 2024	£440.56	£0.00	£440.56
22/03/2024	n/a	HMRC	PAYE - Month 12	£1,651.12	£0.00	£1,651.12
29/02/2024	50/24TC	BT	Mobile Phone	£7.73	£1.29	£6.44
13/03/2024	72/24TC	BT	Telephone/Broadband	£227.77	£37.96	£189.81
26/02/2024	49/24TC	Coastal Fire Ltd	Town House Emergency Lighting Service	£71.40	£11.90	£59.50
26/02/2024	48/24TC	Coastal Fire Ltd	Youth Booth Emergency Lighting Service	£71.40	£11.90	£59.50
23/02/2024	47/24TC	DesignSuffolk	Website Support	£270.00	£0.00	£270.00
29/02/2024	46/24TC	Herring Bone Design	Website Updates	£360.00	£0.00	£360.00
27/02/2024	44/24TC	The Cleaning Company	Cleaning	£177.60	£29.60	£148.00
19/02/2024	42/24TC	Aurora	Printer Ink	£229.60	£32.80	£196.80
15/01/2024	41/24TC	Rialtas Business Solutions Ltd	Training - Year End	£276.00	£46.00	£230.00
21/02/2024	29/24TC	WJP Software Ltd	Domain Name Renewal	£78.00	£13.00	£65.00
21/02/2024	33/24TC	Clear Councils	Additional Insurance Premium	£26.84	£0.00	£26.84
13/02/2024	24/24TC	PWLB	Loan Repayment - Gannon Rooms	£1,525.96	£0.00	£1,525.96
27/02/2024	39/24TC	Sharon Smith	Menai Bridge - King Charles III Portrait	£24.98	£0.00	£24.98
28/02/2024	40/24TC	Sharon Smith	Wildlife Walk - Fence Post Borer	£14.99	£2.50	£12.49
26/02/2024	45/24TC	Leiston Press	Wildlife Walk - Sign	£116.40	£19.40	£97.00
01/03/2024	51/24TC	Benjamin Gulliford	Wildlife Walk - Signs and Mileage Claim	£41.22	£0.00	£41.22
11/03/2024	68/24TC	Benjamin Gulliford	Wildlife Walk - Noticeboard Materials	£20.00	£0.00	£20.00
12/03/2024	69/24TC	Benjamin Gulliford	Wildlife Walk - Pallets x 15	£25.00	£0.00	£25.00
04/03/2024	65/24TC	Smartest Energy	Electricity	£155.08	£7.39	£147.69
18/03/2024	77/24TC	Smartest Energy	Gas	£172.69	£8.22	£164.47
12/03/2024	06/24TC	Gotelee Solicitors	Conveyancing Contribution - High Street Land	£1,200.00	£200.00	£1,000.00
12/03/2024	30/24TC	Pulhams & Co	Conveyancing - High Street Land	£846.00	£130.00	£716.00
11/03/2024	57/24TC	Greener Sax	Grant	£500.00	£0.00	£500.00
12/03/2024	71/24TC	Binder Ltd	Pump Chamber Service	£146.89	£24.48	£122.41
12/03/2024	70/24TC	Sharon Smith	NPSG - Coach Hire Insurance Deposit	£1,000.00	£0.00	£1,000.00
12/03/2024	52/24TC	Sharon Smith	NPSG - Coach Hire	£179.00	£0.00	£179.00
27/02/2024	34/24TC	Saxmundham and District CIC	NPSG - Hall Hire	£36.00	£0.00	£36.00
18/03/2024	76/24TC	Red Dune	IT Services	£372.60	£62.10	£310.50
18/03/2024	82/24TC	Jess Palmer	Town Council Logo Design	£10.25	£0.00	£10.25
18/03/2024	86/24TC	Jess Palmer	Green Team - Recycling Poster Design	£69.26	£0.00	£69.26

18/03/2024	67/24TC	Leiston Press	Monthly Markets - Advertising	£106.80	£17.80	£89.00
20/03/2024	73/24TC	Colin Hathway	NPSG - Coach Fuel	£28.60	£4.77	£23.63
31/03/2024	80/24TC	Unity Trust Bank	Bank Charges	£18.00	£0.00	£18.00
21/03/2024	83/24TC	Sharon Smith	Printer Ink	£43.99	£7.33	£36.66
29/02/2024	32/43/24TC	Gannon Institute	JT Peggs Reimbursement	£167.60	£0.00	£167.70
29/02/2024	32/43/24TC	JT Peggs	Wildlife Walk - General Materials	£71.70	£11.95	£59.75
21/03/2024	74/24TC	Sharon Smith	Office Desk and Chair	£259.00	£43.16	£215.84
29/02/2024	84/24TC	The Cleaning Company	Cleaning	£177.60	£29.60	£148.00
15/03/2023	79/24TC	Suffolk Association of Local Councils	Training - Crisis Communications	£84.00	£14.00	£70.00
25/03/2024	78/24TC	Suffolk Association of Local Councils	Payroll Service	£284.40	£47.40	£237.00

Prepayments 2024-2025

05/03/2024	58/24TC	Suffolk County Council	Road Closure Licence - Christmas	£50.00	£0.00	£50.00
05/03/2024	59/24TC	Suffolk County Council	Road Closure Licence - Arts Fest	£50.00	£0.00	£50.00
04/03/2024	60/24TC	Sharon Smith	Temporary Events Notice - Christmas	£21.00	£0.00	£21.00
04/03/2024	61/24TC	Sharon Smith	Temporary Events Notice - Arts Fest	£21.00	£0.00	£21.00
01/03/2024	53/24TC	Worknest	Health & Safety - Year 3	£3,787.26	£631.21	£3,156.05
06/03/2024	75/24TC	Fireflow Ltd	Christmas Event - Entertainment	£1,400.00	£0.00	£1,400.00
				£24,487.17	£1,445.76	£23,041.34

Receipts

Received		Payer	Description	Amount
07/03/2024	INV 04/24	IP17 GNS	Town House Licence Fee	£750.00
Invoiced	n/a	Market Stall Holder	Monthly Market	£180.00
22/03/2024	n/a	Sharon Smith	NPSG - Coach Hire Insurance Deposit	£1,000.00
Invoiced	n/a	Market Hall	JT Peggs Reimbursement	£135.65
				£2,065.65
31/03/2024 Balance Carried Forward - Unity Trust Bank				£68,091.29
Balance Carried Forward - Cambridge Building Society				£82,510.04
				£150,601.33