

Market Hall Trust

Committee Meeting	Market Hall Trust
Meeting Date	7 July 2025
Item Number	5a and 5b
Report Title	Fire Alarm Emergency Action
Report Author	Sharon Smith

Purpose

This report is submitted for Trustees to formally note the urgent actions taken to address the critical failure of the Market Hall fire alarm system, ensuring the safety of the building and its users.

Background

During Exemplifire's routine service of the Market Hall fire alarm system in May, a critical fault was identified. The system is divided into two zones:

- **Zone 1:** Main hall, entrance foyer, and kitchen
- **Zone 2:** Webster Room

Zone 1 was found to be non-operational. As a temporary measure, Zone 2 was reprogrammed to provide coverage to the main hall. However, one week later, Zone 2 also failed, leaving the Market Hall with no functioning fire alarm system.

While the individual smoke detectors remained active, they were no longer connected to a central alarm panel and therefore could not trigger a full-building alarm or automatically notify emergency services. This posed a serious risk to life and property and breached the Council's insurance requirements, which always mandate a fully operational fire alarm system.

Immediate Action

Using the Town Clerk's emergency spending delegation, Exemplifire were initially commissioned to replace the fire alarm panel at a cost of £1,069 (net of VAT).

During installation, they discovered that the existing wiring did not comply with current fire safety standards. Specifically, it lacked the required separation for dual redundant paths, meaning that any cable damage could disable the entire system without a fail-safe.

Exemplifire presented two options:

1. **Full rewiring:** Remove and replace all cabling with compliant wiring, including associated building repairs.
2. **Wireless system:** Install a new wireless fire alarm system, allowing existing non-compliant wiring to be decommissioned but left in place.

Following professional advice - including support from a retained London firefighter on their team - the wireless system was recommended for its faster installation, minimal disruption, and enhanced compliance.

A quotation of £5,005 (net of VAT) was received.

Temporary Closure

The fire engineer classified the situation as 'Critical Action Required' and advised immediate suspension of all activities until a compliant system was installed.

In accordance with this advice, the Market Hall was closed to all hirers. This measure reduced the fire risk and ensured that kitchen and electrical systems were not in use during this period.

Decision and Implementation

After consultation with the Chair of the Market Hall Trust, the Vice-Chair of the Town Council, and the Chair of the Resources Committee, approval was given to proceed with the wireless system installation in the interests of public safety and compliance with legal and insurance obligations.

While expenditure of this scale would normally require formal Trust approval, the urgency of the situation justified immediate action under single-source procurement principles. Prompt action was essential to safeguard life, property, and the Council's responsibilities.

The new system was successfully installed by Exemplifire in June 2025.

Financial Implications

The Market Hall general reserve is sufficient to cover normal expenditure and minor repairs. However, to offset this significant cost, it is recommended that the Trust formally request the release of the Town Council's £5,000 Market Hall contingency fund.

Conclusion

All actions were taken promptly and responsibly to protect the safety of users and ensure ongoing compliance with statutory and insurance requirements.

Trustees are asked to formally note this report.

Market Hall Trust

Committee Meeting	Market Hall Trust
Meeting Date	7 July 2025
Item Number	6a
Report Title	Flooding and Insurance
Report Author	Sharon Smith

Purpose

This report is submitted to formally note the flooding incident at the Market Hall in June, the immediate response, current condition of the hall, and preliminary findings from the insurance assessment.

Background

Following a severe thunderstorm on the evening of the 13th, officers arrived at the hall early on the 14th to prepare for the monthly market and discovered extensive flooding. Approximately two inches of water was present in several areas, including:

- Foyer
- Toilets
- Kitchen
- Webster Room
- Front section of the stage
- Pit area in the boiler room

It is believed that surface water cascaded down Station Approach, entering through the side and Webster Room doors as well as the front entrance. There was also evidence of water ingress through the toilets, indicated by silt deposits and backflow signs.

Immediate Response

Assistance was provided by local contractor Your Sweet Home, who spent approximately two hours pumping out the water using wet-vac machines and manually emptying buckets.

The Town Council's professional cleaning company was immediately commissioned to undertake a deep clean using specialist products, focusing on the foyer, toilets, kitchen, and other affected areas.

In the interests of public safety, the hall was closed until cleaning and preliminary drying were completed.

Current Status

The hall has now been deep cleaned and has opened for reuse. However, there may be a slight damp smell for a short period. The carpet tiles in the Webster room were sodden and have been disposed of following inspection by the insurance assessor.

Insurance Assessment

Officers met with the insurance loss adjuster on site. She conducted a thorough inspection, including measurements, photographs and humidity readings, and noted the age and listed status of the hall.

Unfortunately, initial findings indicate that water has seeped beneath all floor areas, including the main hall, where high humidity levels were recorded. The assessor's preliminary recommendation is that all flooring - across the front foyer, toilets, main hall, kitchen, back foyer, and Webster Room - will need to be replaced.

A written report is expected soon. Once received, a water management team will be appointed to undertake a more detailed inspection and advise on remediation measures.

One unexpected finding is that the Council's insurance policy does not typically cover water ingress from the ground. However, as water also entered via the toilets (a covered event), it would not be possible to separate the damage sources. Accordingly, the claim is expected to be accepted in full. The Town Clerk will contact the insurance provider to explore the possibility of adding ground water ingress cover to the policy for future protection.

Financial Implications

Full costs will be clearer once the assessor's report and detailed remediation plan have been received. A formal claim will be submitted, and it is anticipated that insurance will cover the majority of costs.

Conclusion

The incident has been managed promptly and responsibly to mitigate further damage and ensure user safety. Further updates, including the assessor's report and recommended next steps, will be shared as soon as they become available.

The necessary works to replace the flooring may also provide an opportunity to progress the wider redevelopment plans for the Market Hall. It is anticipated that the hall may need to close for a significant period, with disruption affecting all areas of the building. Trustees are therefore asked to consider this potential alignment when noting this report.

Trustees are asked to formally note this report.

FEE PROPOSAL

market hall, saxmundham



Lisa Hamon (Town Clerk)
Saxmundham Town Council
The Town House
Station Approach
Saxmundham
IP17 1BW



Issue Date: 7th July 2025

Fee Proposal: MSA010 - Q01

Proposed replacement of rear double doors and restoration of 4No. windows at Market Hall, Saxmundham

Dear Lisa,

It was a pleasure to meet you and visit the Market Hall on Wednesday 18th June to discuss proposals for replacing the existing rear double door and renovation of existing windows, including removal of existing window guards. Further to our discussions and following receipt, I have had time to consider the project and have set out below and on the following pages our fee proposal for your consideration.

This quotation has been developed on the basis that Mainstay Architecture will act as your Architectural Designer, in order to design your project from conception through to Planning approval. Should you require any further services, we can provide separate fee proposals for these in due course.

At our meeting on site and via email correspondence, you have confirmed you require:

1. To replace the existing rear fire double door with a new, bespoke timber door set, to the appropriate fire safety standards. This may incorporate the introduction of a raised threshold, to create a physical barrier to negate storm water from entering the building, (subject to acceptability with any building regulations and means of escape standards).
2. The renovation of 4 existing windows located on the Station Approach elevation. This includes the removal of existing window guards.
3. The Market Hall is both a listed building and within a conservation area. This will require both a planning application and listed building application to be submitted, however they will be treated as if they are one application by the planning authority.
4. Initial drawings will need to be produced and forward to joinery companies for quotes, then review by the Saxmundham Town Council, before a planning application is made.

In order to submit these planning applications, we require to create and submit the following:

- Location plan & block plans
- Existing & proposed elevations
- Existing and Proposed Door details
- A heritage, design & access statement

Following submission, we will then act as your agent throughout the planning application process, liaising with the planners on your behalf.

As this project and subsequent planning applications relate to a building that is owned by a trust (Market Hall Trust) and is used for benefit of the local community, we have applied a 20% discount to the final fee, which is detailed within this fee proposal.

Based on current workload we would look to start your project within 3 weeks of receipt of a signed fee proposal.

Item 1: Work Stages 1 - Feasibility & Survey (Existing survey & client consultation)	£336.00
Item 2: Work Stage 2 - Concept (Preliminary concepts)	£168.00
Item 3: Work Stage 3 - Planning (Preparation of documentation and submission of Planning application)	£336.00
Item 4: Work Stage 4 - Building Regulations (Building Regulations package and application)	N/A

This Fee Estimate remains valid for 21 days from date of issue.

ADDITIONAL FEES (see also 3.0):

Disbursements will be charged in addition to the Fees (unless otherwise stated):

• Local Authority Planning Fee (Pre Application / Planning)	TBC
• Local Authority Building Regulations Fees (Plan & Inspection Fees)	N/A
• Ordnance Survey plan download	included within planning fee
• Printing costs per page: B&W: A3 = £0.30 / A4 = £0.15 Colour: A3 = £0.75 / A4 = £0.35	
• Mileage as required at 45p per mile + VAT	

Other Consultants Fees: You may need to appoint the following consultants to support your project.

- Heritage Consultant

Yours Sincerely,

Tim Leat BA (Hons), PGCertHE Arch
Architectural Designer

2.0 SERVICE LIST

Work Stage 1: Feasibility & Survey	£ 336.00
Visit the site and carry out initial appraisal. Meet with the client & prepare the Client's requirements/project brief. Carry out measured survey of existing doors, windows and Station Approach elevation and surrounding site of proposed works. Prepare existing drawings including elevation and detail drawings	<i>Fixed fee</i> <i>(20% discount applied)</i> <i>(full rate = £420.00)</i>
Work Stage 2: Concept Design	£ 168.00
Prepare preliminary designs and details. Client liason to discuss proposals (if required). Release information to consultant/joinery company to prepare quotes	<i>Fixed fee</i> <i>(20% discount applied)</i> <i>(full rate = £210.00)</i>
Work Stage 3: Developed Design (Planning)	£ 336.00
Develop the final design & drawings (Proposed Plans, Elevations & Details) including required changes from Work Stage 2. Prepare Heritage, Design and Access Statement. Complete Planning Forms online (Planning Portal). Forward planning documentation for Client sign-off. Make Planning Permission application to East Suffolk Council. <i>(Please note no guarantees can be made that planning permission will be granted - protracted negotiations with Planning Officers will need to be reviewed/charged on an hourly basis).</i>	<i>Fixed fee</i> <i>(20% discount applied)</i> <i>(full rate = £420.00)</i>
Work Stage 4: Building Regulations	£ -
Co-ordinate and integrate any designs provided by others. Prepare Floor Plans, Elevations, Sections, Key Details and Construction Notes. Make an application for Building Regulations approval including all liaison.	N/A

Sub Total = £ 840.00

VAT = £ -

Total = £ 840.00

3.0 TERMS OF ENGAGEMENT

1.0 Standard of Work:

We shall perform the work with the reasonable skill, care and diligence of properly competent and qualified professionals with relevant experience of this type of appointment.

2.0 Liability

Mainstay Architecture Ltd carries Public Liability and Professional Indemnity Insurance. The values and copies of certificates are available on request.

3.0 Additional Work

Any additional time-based services not identified in the attached breakdowns and requested by the Client will be recorded on a project issue spreadsheet and assessed based on impact to programme, available resources and fees. In turn this document will be issued to the client for review and approved in writing (by the Client) prior to any additional works taking place.

When a quotation is provided it is based on the assumption that we will carry out detailed design once. Redesign necessitated by changes in the scheme by others and outside of our control e.g. after scheme signoff, will be charged for on a time and hourly rate basis. Our standard hourly rate is £45/hr.

4.0 Termination of our Appointment

You may end our appointment at any time by letting us know in writing via email. We shall only charge for the work that has been done up to that time and you undertake to pay within the terms of the appointment.

5.0 Complaints

We operate an open and transparent management regime. If you are concerned about or dissatisfied with any part of the service or staffing of your appointment please mention it immediately and contact the named director.

6.0 Payment

Our terms are full payment within 14 days of the account. Interim accounts for work in progress will be issued monthly or at completion of a stage of work. All sums due from the Client which are not paid on the due date (without prejudice to the rights of Consultant under these terms) shall bear interest from day to day at the same annual rate as prescribed from time to time pursuant to section 6 of the Late Payment of Commercial Debts (Interest) Act 1998 with a minimum rate of 10% per annum.

During any period in which payments from the Client are overdue, the obligations of Mainstay Architecture Ltd may be suspended.

All sums payable under this agreement unless otherwise stated are exclusive of VAT and other duties or taxes. Mainstay Architecture Ltd is not a VAT registered company.

7.0 Release of Information

Information released to Client and Consultants will be in PDF and hardcopy only.

8.0 Summary

The Terms of Engagement set out above form the basis on which Mainstay Architecture Ltd will carry out the required work for you. Your continuing instructions will amount to acceptance of these terms and the scope of work, but please sign the attached sheet and return it to Mainstay Architecture Ltd as soon as possible.

4.0 CONFIRMATION SHEET

If this fee proposal is acceptable, please select the service(s) you require, sign below and return the document to us. We will then counter-sign and send you a copy for your records.

PROJECT: Proposed replacement of rear double doors and restoration of 4No. windows at Market Hall, Saxmundham

ADDRESS: The Town House, Station Approach, Saxmundham, Suffolk IP17 1BW

FEE QUOTE: MSA010-Q01

SCOPE OF SERVICE	PRICE	Yes / No
Item 1: Work Stages 1 - Feasibility & Survey (Existing survey & client consultation)	£ 336.00	
Item 2: Work Stage 2 - Concept (Preliminary concepts)	£ 168.00	
Item 3: Work Stage 3 - Planning (Preparation of documentation and submission of Planning application)	£ 336.00	
Item 4: Work Stage 4 - Building Regulations (Building Regulations package and application)	£ -	N/A

Signed (Saxmundham Town Council)

..... (date)

Signed (Mainstay Architecture Ltd)

..... (date)

Mainstay Architecture Ltd

Registered Address:

6 The Square, Martlesham Heath, Ipswich, England, IP5 3SL

Company number: 16038659

MAINSTAY
architecture

Tel: 07479 922065

Email: hello@mainstayarchitecture.co.uk

Website: mainstayarchitecture.co.uk

Quote from Robert Stewart – Architect

I have outlined my involvement for RIBA key stages 2 & 3 but you may decide you do not need me for all of it.

Project Programme:

Construction to commence as listed building consent is granted. I will survey the building and draw up existing and proposed plans together with joinery details for the new door to submit for listed buildings.

Survey: I will survey the hall

Stage 1 Preparation of Brief

We have developed quite a good brief already. Again please add or correct if the following is not accurate.

1. To design replacement door more in keeping with the heritage asset but to conform to fire escape regulations
2. To identify areas requiring repair (windows, cornicing, cills etc)

Stage 2 & 3 Concept Design and Developed Design

Once the survey has been undertaken and the existing drawings have been completed I will design a number of options for the new door to be approved by the council. Once a final design has been decided upon I will submit the proposed drawings for listed building consent. The joinery drawing to accompany the application can also be sent to a joiner for pricing at this time. I can also get quotes from builders and coordinate the pricing process if you prefer.

Level of detail:

- Site Survey
- 1:100 Existing plans and elevations
- 1:100 Proposed floor plans
- 1:100 Proposed elevations
- 1:1 & 1:5 joinery details for the doors
- Pricing coordination with contactor/ joiner

Fees

To provide the services described above, I have worked out how much time the work will take and applied an hourly rate of £90 p/h to it. Below is a breakdown so you can see where time is involved in the varying key stages of the Plan of Work specific to your project. You may feel that some of the services are not required and I hope breaking them down slightly will help you identify what you would really like me to provide for you.

Stage 2 & 3 Concept Design and Developed Design

1. Client Consultation (to go through options and any new ideas and agree on final design) 2hrs £180
2. Site Survey and existing drawings 4 hours £360
3. Proposed plans and elevations and door design options 4 hours £360
4. Joinery details 4 hours £360
5. Pricing coordination 4 hours £360

Total £1620

Market Hall Trust

Committee	Market Hall Trust
Meeting Date	7 th July 2025
Item Number	6b
Report Title	Refurbishment of windows and replacement of rear door
Report Author	Lisa Hamon, Deputy Town Clerk

Background

The replacement of the Market Hall rear door will require an application to be made for Listed Building Consent, as the Market Hall is a Grade II listed building in a conservation area.

As the application to East Suffolk Council requires detailed drawings of the proposed door, the Deputy Town Clerk contacted two architects, who have provided quotations to design the project from conception to planning approval.

These quotations also include drawings of the renovation of four windows at the rear of the Market Hall and removal of the metal grills on three of these windows.

The proposals from the architects have been sent as separate attachments.

Grant Funding

The Principal Design and Heritage Officer at East Suffolk Council has confirmed that Saxmundham Town Council is able to apply for grant assistance for the repair of the windows, as they are keen to support public bodies like parish and town councils with the renovation of buildings that have community value and use. The Officer requested that the grills on the windows are removed as part of their restoration.

Details of the historic building grant scheme can be found here - [Historic Building Grant Scheme » East Suffolk Council](#)

Recommendation

It is recommended that Tim Leat is commissioned as the architect for this project, due to his professionalism and lower cost.

Market Hall Trust

Committee Meeting	Market Hall Trust
Meeting Date	7 July 2025
Item Number	7a
Report Title	Wedding Licence
Report Author	Sharon Smith

Purpose

This report is submitted to inform Trustees of the upcoming renewal deadline for the Market Hall's approval as a venue for civil marriages and civil partnership registrations, and to provide an Officer recommendation on whether to renew at this time.

Background

The Market Hall was granted approval as a venue for civil marriages and civil partnerships in October 2022. This licence is due for renewal on 27 October 2025.

A reminder has been received from Suffolk County Council outlining the renewal process, timelines, and requirements. Renewal may be applied for up to twelve months before expiry and no later than one month after expiry.

The renewal fee is £2,000, and applications received more than one month after expiry would require a minimum of three months before re-approval could be granted.

Usage to Date

Since the licence was granted in 2022, only two weddings have been held at the Market Hall. There are currently no future bookings confirmed for weddings or civil partnerships.

Officer Recommendation

In view of the limited demand to date and the significant renewal fee, Officers recommend that the licence is not renewed at this time.

It is further recommended that this decision be revisited in future following a full feasibility study into the optimal use of the Market Hall. This study could consider potential demand for weddings and other functions, the hall's suitability, and overall business and community priorities.

Conclusion

The Market Hall has not seen sufficient usage as a wedding venue to justify renewing the licence at present. However, the option to reapply in future remains open, should future demand or strategic priorities change.

Trustees are asked to consider this recommendation and confirm whether they support not renewing the licence at this time.



Suffolk County Council

NOTIFICATION OF APPROVAL OF PREMISES AS A VENUE FOR MARRIAGES IN PURSUANCE OF SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949 AND FOR CIVIL PARTNERSHIP REGISTRATIONS IN PURSUANCE OF SECTION 6(3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004

Suffolk County Council has granted approval for the premises shown below to be regularly used as a venue for the solemnisation of marriages under the provisions of Sections 46A and 46B of the Marriage Act 1949 and for civil partnership registrations under the provisions of Section 6A of the Civil Partnership Act 2004.

Name and full postal
address of the approved
premises

**Saxmundham Market Hall
High Street
Saxmundham
Suffolk
IP17 1AF**

Name and full postal
address of the holder of this
approval.

**Saxmundham Town Council
The Town House
Station Approach
Saxmundham
Suffolk
IP17 1BW**

Marriages and Civil Partnership Registrations following legal preliminaries, in the presence of two Registration Officers may take place in any approved outdoor area within the boundary of the premise and the rooms specified below, as shown on the plans of the premises and subject to the conditions attached to this approval.

Licensed rooms and maximum capacity permitted: -

The Main Hall – 120

This grant of approval will continue, subject to revocation until 27 October 2025.

Application for a renewal of approval may be made on or after 27 October 2024 but before the expiry date.

The holder of this approval must notify the authority of any change in the name, qualification and full postal address of the responsible person. This person must be qualified in accordance with the Regulations

This approval is granted by Suffolk County Council on this 27 October 2022.

A handwritten signature in black ink, appearing to be 'JP' or similar, written over a horizontal line.

Jane Parker
Proper Officer for Registration Matters

Market Hall Trust

Committee Meeting	Market Hall Trust
Meeting Date	7 July 2025
Item Number	7b
Report Title	Martyn's Law
Report Author	Sharon Smith

Purpose

This report is submitted to inform Trustees of the requirements of Martyn's Law (also known as the Terrorism (Protection of Premises) Bill) and its applicability to the Market Hall.

Background

Martyn's Law is new legislation introduced to improve public safety and security at publicly accessible venues in response to the Manchester Arena attack. The draft law sets out requirements for certain premises and events to take proportionate and reasonable measures to protect the public from the risk of terrorism.

The proposed requirements are divided into two tiers:

- **Standard Tier:** For premises with a capacity of 100 to 799 persons.
- **Enhanced Tier:** For premises with a capacity of 800 persons or more.

Under the draft legislation, qualifying premises must undertake specific security planning measures, including staff training and developing preparedness plans.

Applicability to the Market Hall

The Market Hall has a maximum capacity of 190 persons. While this falls within the standard tier threshold, the Bill as currently drafted applies to premises with a qualifying activity (such as entertainment, leisure, or retail) on a regular basis.

However, further clarification indicates that many smaller community venues may be exempt or subject to proportionate expectations depending on their activities and risk profile. Based on current guidance, the Market Hall would not fall within the scope of the full requirements due to its relatively low capacity and community-use nature.

Conclusion

At this time, the Market Hall is considered exempt from Martyn's Law's full obligations, as its capacity is below the enhanced tier threshold and its activities do not meet the higher-risk criteria targeted by the legislation.

The Town Clerk will continue to monitor the progress of the legislation and provide updates should any requirements change.

Trustees are asked to note this position.

Market Hall Budget Versus Actual Income and Expenditure 2024-2025

Code	Item	Budget 2024-2025	Income and Expenditure to 31/03/25	Percentage to 31/03/24
	Income			
1000	Hall Hire	£ 10,000	£ 11,790	118%
1020	Town Council Grant	£ 16,000	£ 16,000	100%
1050	Event Income	£ 500	£ -	0%
1090	Bank Interest	£ -	£ 222	
	Transfer from General Reserve	£ -		
		£ 26,500	£ 28,012	
	Expenditure			
4200	Cleaning	£ 3,121	£ 3,941	126%
4200	Sanitary Disposal	£ 1,279	£ 1,637	128%
4205	Utilities	£ 5,000	£ 6,151	123%
4235	Bank Charges	£ 72	£ 144	200%
4260	Telephone/Broadband	£ 420	£ 762	181%
4270	Insurance	£ 1,600	£ 1,672	105%
4280	Planning Application Fees	£ 1,500	£ 83	6%
4300	Refurbishment	£ 4,000	£ -	0%
4310	General Materials	£ 1,000	£ 349	35%
4320	General Maintenance	£ 3,000	£ 8,232	274%
4245	Equipment	£ 2,000	£ 89	4%
4290	Financial Software	£ 791	£ 803	102%
4400	Marketing & Events	£ 1,000	£ -	0%
4405	Website & IT Support	£ 334	£ 163	49%
4240	Music Licence Fee	£ 180	£ 180	100%
4240	Premises Licence Fee	£ 180	£ 180	100%
	Transfer to General Reserve	£ 1,023	£ -	
		£ 26,500	£ 24,386	
	Total Income	£ 26,500	£ 28,012	
	Total Expenditure	£ 26,500	£ 24,386	
	Variance	£ -	£ 3,626	

Market Hall**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024

31st March 2025

Operating Income

29,430

29,430

Income

28,012

Total Income

28,012

Running Costs

2,500
16,257
12,357
1,794

32,907

Staff Salaries

0

Operating Costs

15,805

Building Maintenance

8,581

Marketing and Events

0

Total Expenditure

24,386

General Fund Analysis

15,842
29,430

45,272
32,907

12,365
2,500

9,865

Opening Balance

9,865

Plus : Income for Year

28,012

Less : Expenditure for Year

37,877

24,386

Transfers TO / FROM Reserves

13,491

0

Closing Balance

13,491

Balance Sheet as at 31st March 2025

31st March 2024		31st March 2025	
Current Assets			
695	Debtors	543	
806	VAT Control	718	
11,393	Unity Trust Bank Current	5,660	
0	Unity Trust Bank Savings	10,078	
<hr/>		<hr/>	
12,894		16,998	
<hr/>		<hr/>	
12,894	Total Assets	16,998	
Current Liabilities			
529	Accruals	1,007	
<hr/>		<hr/>	
529		1,007	
<hr/>		<hr/>	
12,365	Total Assets Less Current Liabilities	15,991	
Represented By			
9,865	General Reserves	13,491	
2,500	Earmarked Reserves	2,500	
<hr/>		<hr/>	
12,365		15,991	

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Market Hall

Bank - Cash and Investment Reconciliation as at 2 July 2025

Confirmed Bank & Investment Balances

<u>Bank Statement Balances</u>			
31/03/2025	Current Acc	5,660.10	
31/03/2025	Unity Trust Savings	10,077.52	
			15,737.62

<u>Receipts not on Bank Statement</u>			
			0.00

Closing Balance			15,737.62
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<u>All Cash & Bank Accounts</u>			
1	Unity Trust Bank Current	5,660.10	
2	Unity Trust Bank Savings	10,077.52	
		Other Cash & Bank Balances	0.00
Total Cash & Bank Balances			15,737.62



Unit 1 & 2
Hill View Business Park
Claydon
IP6 0AJ

Tel: 01473 833713
Email: admin@salc.org.uk
Website: www.salc.org.uk
VAT number: 825023265

The Trustee
The Market Hall
c/o Saxmundham Town Council
Station Approach
Saxmundham
Suffolk
IP17 1AF

22nd April 2025

Dear Trustee,

Independent examination – The Market Hall, Charity No 235072

I report to the trustees on my examination of the accounts of the above charity (“the Trust”) for the year ended 31st March 2025.

The Market Hall is a charity set up with the objective:

“A market hall to be used for such useful or benevolent purposes in connection with the town or district of Saxmundham as the Trustees sanction including the user thereof as a courthouse for magistrates meetings and the county council.”

The Charity’s governing documents are:

- Indenture dated 16 January 1893
- Charity Commission Scheme dated 12 October 1920

The Charity has a sole Trustee, Saxmundham Town Council. Councillors sit in charity meetings as the corporate body. The Market Hall Management Committee is appointed to oversee the operation of the Market Hall and associated refurbishment works and has met regularly during the year. Annual Accounts are presented to the Town Council as sole Trustee.

The 2023-2024 Annual Return and accounts were submitted to the charity commission on 30th July 2024, within the deadline for filing.

The trustees’ annual report and Annual Income and Expenditure Accounts and the Balance Sheet for the financial year ending 31st March 2024 were submitted to and accepted by the Town Council as sole trustee at its meeting of 9th September 2024. The same meeting resolved to note the Internal Auditor Independent Examination Report for 2023-2024.

For the year 2024-2025 the accounts are summarised below:

Income £28,012 arising from hall hire (£11,790); bank interest (£222) and grants (£16,000).

Expenditure £24,386 arising from running costs (£15,805) and marketing and events costs (£8,581).

Reserves £15,990.91 split between General Reserves of £13,490.91 and Earmarked Reserves (Renovation Fund) of £2,500.

Bank balance as at 31st March 2025 was £15,737.62 across the two bank accounts operated by the Trust.

The asset register of the Town Hall Trust, at 31st March 2025, is valued at £25,581.89 and takes into account acquisitions and disposals during the year under review. The duty to protect charity property extends to the building as well as the contents of a building such as furniture, equipment and cash. The trust is aware that adequate insurance is vital for the charity to ensure that it protects against all identifiable risks and liabilities and that the Trustee Act gives a specific power to unincorporated charities to insure their property. Currently the Trust's assets are covered under the Town Council's insurance with cross charges being applied as appropriate.

The year-end accounts for the year ending 31st March 2025 were examined, and all found to be in order. It is confirmed that the charities income does not meet the threshold set for an audit but is above the gross income level of £25,000 and therefore subject to external scrutiny.

From my examination of the accounting records, I therefore confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

There are no matters which give me cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 2011.

Victoria S Waples

Mrs. Victoria Waples

On Behalf of Suffolk Association of Local Councils

MARKET HALL - APRIL 2025

01/04/2025			Balance Brought Forward - Unity Trust Bank Current	£5,660.10				
			Balance Brought Forward - Unity Trust Bank Savings	£10,077.52				
Payments				£15,737.62				
Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
01/04/2025		Rialtas Business Solutions	Annual Bookings Maintenance and Support	£740.40	£123.40	£617.00	4405	Pre-Approved Payments List
01/04/2025		Saxmundham Town Council	Annual Ledger Maintenance and Support - Rialtus Business Systems	£423.60	£70.60	£353.00	4405	Pre-Approved Payments List
01/04/2025		Saxmundham Town Council	Year End Close Down - Rialtus Business Systems	£120.00	£20.00	£100.00	4290	Pre-Approved Payments List
01/04/2025		Saxmundham Town Council	Cloud User Fee - Rialtus Business Systems	£405.60	£67.60	£338.00	4290	Pre-Approved Payments List
31/03/2025		Unity Trust Bank	Bank Charges - Month 1	£11.25	£0.00	£11.25	4235	Pre-Approved Payments List
03/04/2025		Smartest Energy	Electricity - Month 12	£297.69	£14.17	£283.52	4205	Pre-Approved Payments List
03/04/2025		Smartest Energy	Gas - Month 12	£307.60	£14.65	£292.95	4205	Pre-Approved Payments List
02/04/2025		Wave	Water - Month 12	£73.82	£0.00	£73.82	4205	Pre-Approved Payments List
17/04/2025		Lee's Window Cleaning	Window Cleaning	£30.00	£0.00	£30.00	4320	Pre-Approved Payments List
15/04/2025		Fisher's Ironmongers	General Materials	£24.99	£0.00	£24.99	4310	Pre-Approved Payments List
31/03/2025		The Cleaning Company Suffolk	Cleaning - Month 12	£480.00	£80.00	£400.00	4200	Pre-Approved Payments List
31/03/2025		Herringbone Design	Website Hosting	£150.00	£0.00	£150.00	4405	Pre-Approved Payments List
16/04/2025		Saxmundham Town Council	Insurance Reimbursement	£2,148.67	£0.00	£2,148.67	4270	Pre-Approved Payments List
01/04/2025		Red Dune	Broadband Charges - Quarter 4	£162.00	£27.00	£135.00	4260	Pre-Approved Payments List
				£5,375.62	£417.42	£4,958.20		
Lloyds Bank Multipay Card								
Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
13/03/2025	n/a	East Suffolk Council	Pre-Planning Advice	£148.00	£0.00	£148.00		Management Committee - TBC
26/03/2025	n/a	Lloyds Bank	Credit Card Charge - Month 1	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£151.00	£0.00	£151.00		
Receipts								
Date	Invoice No	Payer	Description	Amount			Code	
03/04/2025	MH 375	J Reeve	Hall Hire	£40.00			1000	
04/04/2025	MH363	Lyn Martin - Carpet Bowls	Hall Hire	£80.00			1000	
14/04/2025	MH344	We Buy Vintage	Hall Hire	£68.00			1000	
17/04/2025	MH364	Britten Pears Arts	Hall Hire	£120.00			1000	
17/04/2025	MH371	Reed in Partnership	Hall Hire	£120.00			1000	
25/04/2025	MH367	Jane Chapman	Hall Hire	£30.00			1000	
30/04/2025	MH394	The Cats Protection	Hall Hire	£120.00			1000	
07/04/2025	n/a	Janice Troughton	Donation towards paint for Market Hall bench	£50.00			1021	
17/04/2025	n/a	Saxmundham Town Council	VAT Recovery Quarter 4	£717.79			105	
28/04/2025	MH384	Jason Reeve	Hall Hire	£60.00			1000	
17/04/2025	n/a	Sax Community Fest	Hall Hire	£50.00			1000	
				£1,455.79				
30/04/2025		Balance Carried Forward - Unity Trust Bank Current	£1,589.27					
		Balance Carried Forward - Unity Trust Bank Savings	£10,077.52					
			£11,666.79					

MARKET HALL - JUNE 2025

01/06/2025			Balance Brought Forward - Unity Trust Bank Current	£2,337.65				
			Balance Brought Forward - Unity Trust Bank Savings	£7,599.93				
				£9,937.58				
Unity Trust Current Payments/Transfers								
Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
23/06/2025		Exemplifire	Wireless Fire Alarm	£6,006.00	£1,001.00	£5,005.00	4320	
04/06/2025	n/a	Smartest Energy	Electricity - Month 2	£99.67	£4.74	£94.93	4205	Pre-Approved Payments List
05/06/2025	n/a	Smartest Energy	Gas - Month 2	£40.98	£1.95	£39.03	4205	Pre-Approved Payments List
02/06/2025	n/a	Wave	Water - Month 2	£89.55	£0.00	£89.55	4205	Pre-Approved Payments List
30/05/2025	n/a	The Cleaning Company Suffolk	Cleaning - Month 2	£558.05	£93.01	£465.04	4200	Pre-Approved Payments List
30/06/2025	n/a	Unity Trust Bank	Bank Charges - Month 3	£9.30	£0.00	£9.30	4235	Pre-Approved Payments List
14/06/2025	n/a	Your sweet home	Flood Water Clearance	£150.00	£0.00	£150.00	4320	Pre-Approved Payments List
26/06/2025	n/a	Shake Festival	Refund of Market Hall Booking	£40.00	£0.00	£40.00	1000	Pre-Approved Payments List
25/06/2025	n/a	Saxfest	Transfer to Saxmundham Town Council - Incorrect Hall Hire	£50.00	£0.00	£50.00	1000	Pre-Approved Payments List
30/06/2025	n/a	Unity Trust Bank	Manual Credit Handling Charge	£1.80	£0.00	£1.80	4235	Pre-Approved Payments List
				£7,045.35	£1,100.70	£5,944.65		
Lloyds Bank Multipay Card								
Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
26/05/2025	n/a	Lloyds Bank	Credit Card Charge - Month 2	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£3.00	£0.00	£3.00		
Unity Trust Current Receipts								
Date	Invoice No	Payer	Description	Amount			Code	
09/06/2025	n/a	Unity Trust Bank Savings	Transfer	£5,599.93			n/a	
04/06/2025	MH395	IP17 Gather and Grow	Hall Hire	£80.00			1000	
11/06/2025	MH398	JB Judo	Hall Hire	£194.50			1000	
16/06/2025	MH399	Marion Walker	Hall Hire	£40.00			1000	
16/06/2025	MH396	Marion Walker	Hall Hire	£40.00			1000	
17/06/2025	MH405	Polly Kaz	Hall Hire	£15.00			1000	
20/06/2025	MH408	Erin Saunders	Hall Hire	40.00			1000	
25/06/2025	MH409	East Suffolk Line Charity Event	Hall Hire	60.00			1000	
20/06/2025	MH397	Britten Pears Arts	Hall Hire	£90.00			1000	
30/06/2025	MH406	Pigeon	Hall Hire	£90.00			1000	
30/06/2025	MH412	Pigeon	Hall Hire	£75.00			1000	
				£6,324.43				
Unity Trust Savings Payments/Transfers								
Date	Invoice No	Payer	Description	Amount			Code	
09/06/2025	n/a	Unity Trust Bank Current	Transfer	£5,599.93				
				£5,599.93				
Unity Trust Savings Receipts								
Date	Invoice No	Payer	Description	Amount			Code	
30/06/2025	n/a	Unity Trust Bank	Interest - Qtr 1	£43.27				
				£43.27				
30/06/2025		Balance Carried Forward - Unity Trust Bank Current		£1,613.73				
		Balance Carried Forward - Unity Trust Bank Current		£2,043.27				
				£3,657.00				

MARKET HALL - MARCH 2025

01/03/2025		Balance Brought Forward - Unity Trust Bank Current	£5,085.15				
		Balance Brought Forward - Unity Trust Bank Savings	£10,000.00				
			£15,085.15				
Payments/Transfers from Unity Trust Bank Current							
Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code Authority
31/03/2021	n/a	Unity Trust Bank	Bank Charges - Month 12	£8.70	£0.00	£8.70	4235 Preapproved Payments List
03/03/2025	n/a	Smartest Energy	Electricity - Month 11	£109.17	£5.20	£103.97	4205 Preapproved Payments List
04/03/2025	n/a	Smartest Energy	Gas - Month 11	£361.80	£17.23	£344.57	4205 Preapproved Payments List
02/03/2025	n/a	Wave	Water - Month 11	£65.31	£0.00	£65.31	4205 Preapproved Payments List
27/03/2025	n/a	The Cleaning Company Suffolk	Cleaning - Month 11	£374.40	£62.40	£312.00	4200 Preapproved Payments List
05/03/2025	78/24MH	AR Smart Systems	CCTV - 40% Final Payment	£450.86	£75.14	£375.72	4320 Market Hall Management Committee - 10/24MHC
27/02/2025	n/a	Robert Ross	Inner Door Closers	£67.01	£11.17	£55.84	4320 Preapproved Payments List
12/03/2025	n/a	Lloyds Bank	Debit Card - Monthly Charge	£3.00	£0.00	£3.00	4235 Preapproved Payments List
20/03/2025	n/a	Peter King Electrical Ltd	Faulty LED Panel Replacement	£244.80	£40.80	£204.00	4320 Preapproved Payments List
				£1,685.05	£211.94	£1,473.11	

Receipts to Unity Trust Bank Current

Date	Invoice No	Payer	Description	Amount	Code
11/03/2025	MH349	Marion Walker	Hall Hire	£40.00	1000
11/03/2025	MH350	Marion Walker	Hall Hire	£50.00	1000
12/03/2025	MH84	Liberal Democrat Association	Hall Hire	£45.00	1000
12/03/2025	MH137	Liberal Democrat Association	Hall Hire	£20.00	1000
12/03/2025	MH356	Suffolk Coastal Conservative Ass.	Hall Hire	£60.00	1000
13/03/2025	MH357	Sax Fest - Terry Barrow	Hall Hire	£50.00	1000
13/03/2025	MH352	Line Dancing	Hall Hire	£45.00	1000
14/03/2025	MH347	BPA	Hall Hire	£120.00	1000
14/03/2025	MH345	Jane Chapman	Hall Hire	£20.00	1000
17/03/2025	MH333	Lyn Martin - Carpet Bowls	Hall Hire	£60.00	1000
14/03/2025	MH354	Reed DVLA	Hall Hire	£120.00	1000
20/03/2025	MH372	On Y Va	Hall Hire	£40.00	1000
21/03/2025	MH360	Nikita Kirk - Party	Hall Hire	£40.00	1000
21/03/2025	MH328	IP17 GNS	Hall Hire	£80.00	1000
21/03/2025	MH223	IP17 GNS	Hall Hire	£40.00	1000
21/03/2025	MH324	Gather & Grow - IP17 GNS	Hall Hire	£105.00	1000
21/03/2025	MH239	IP17 GNS	Hall Hire	£80.00	1000
24/03/2025	CN20	Finding Your Feet - Keith	Hall Hire	£-50.00	1000
24/03/2025	MH365	Finding Your Feet - Keith	Hall Hire	£40.00	1000
24/03/2025	MH351	Finding Your Feet - Keith	Hall Hire	£150.00	1000
25/03/2025	MH323	Judo - Keith Cartwright Jones	Hall Hire	£240.00	1000
25/03/2025	MH334	Judo - Keith Cartwright Jones	Hall Hire	£120.00	1000
25/03/2025	MH355	Judo - Keith Cartwright Jones	Hall Hire	£200.00	1000
25/03/2025	MH374	Judo - Keith Cartwright Jones	Hall Hire	£80.00	1000
25/03/2025	MH346	Lyn Martin - Carpet Bowls	Hall Hire	£80.00	1000
25/03/2025	MH359	Lyn Martin - Carpet Bowls	Hall Hire	£20.00	1000
25/03/2025	MH368	Gather & Grow - IP17GNS	Hall Hire	£80.00	1000
25/03/2025	MH369	IP17 GNS	Hall Hire	£35.00	1000
25/03/2025	MH353	Friday Boogie - IP17 GNS	Hall Hire	£60.00	1000
25/03/2025	MH370	Friday Boogie - IP17 GNS	Hall Hire	£30.00	1000
25/03/2025	MH348	Gather & Grow - IP17GNS	Hall Hire	£80.00	1000
31/03/2025	MH362	Marion Walker	Hall Hire	£40.00	1000
31/03/2025	MH366	Marion Walker	Hall Hire	£40.00	1000
				£2,260.00	

Receipts to Unity Trust Bank Current

Date	Invoice No	Payer	Description	Amount
31/03/2025	n/a	Unity Trust Bank	Interest - Qtr 4	£77.52
				£77.52

31/03/2025	Balance Carried Forward - Unity Trust Bank Current	£5,660.10
	Balance Carried Forward - Unity Trust Bank Savings	£10,077.52
		£15,737.62

MARKET HALL - MAY 2025

01/05/2025			Balance Brought Forward - Unity Trust Bank Current	£1,589.27				
			Balance Brought Forward - Unity Trust Bank Savings	£10,077.52				
				£11,666.79				
Payments								
Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
02/05/2025	n/a	Smartest Energy	Electricity - Month 1	£349.10	£16.62	£332.48	4205	Pre-Approved Payments List
02/05/2025	n/a	Smartest Energy	Gas - Month 1	£140.71	£6.70	£134.01	4205	Pre-Approved Payments List
02/05/2025	n/a	Wave	Water - Month 1	£76.51	£0.00	£76.51	4205	Pre-Approved Payments List
28/04/2025	n/a	The Cleaning Company Suffolk	Cleaning - Month 1	£453.60	£75.60	£378.00	4200	Pre-Approved Payments List
02/05/2025	n/a	PHS	Sanitary Disposal - STC and Market Hall	£2,566.86	£427.80	£2,139.06	4200	Pre-Approved Payments List
06/05/2025	n/a	Coastal Fire Ltd	Fire Alarm/Emergency Lighting Servcing	£130.80	£21.80	£109.00	4320	Pre-Approved Payments List
15/05/2025	n/a	Fishers	General Materials	£21.98	£0.00	£21.98	4310	Pre-Approved Payments List
31/05/2025	n/a	Unity Trust Bank	Bank Charges - Month 2	£8.85	£0.00	£8.85	4235	Pre-Approved Payments List
				£3,748.41	£548.52	£3,199.89		
Lloyds Bank Multipay Card								
Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
27/03/2025	n/a	Screwfix	Railings and Benches Refurbishment Materials	£102.23	£17.04	£85.19	4320	Management Committee - TBC
03/04/2025	n/a	Decorating Warehouse	Railings and Benches Refurbishment Materials	£79.95	£13.33	£66.62	4320	Management Committee - TBC
26/05/2025	n/a	Lloyds Bank	Credit Card Charge - Month 2	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£185.18	£30.37	£154.81		
Receipts								
Date	Invoice No	Payer	Description	Amount			Code	
06/05/2025	MH381	Keith Cartwright-Jones	Hall Hire	£160.00			1000	
07/05/2025	MH388	IP17 GNS	Hall Hire	£80.00			1000	
07/05/2025	MH382	IP17 GNS - Gather and Grow	Hall Hire	£40.00			1000	
07/05/2025	MH242	The Art Station	Hall Hire	£40.00			1000	
07/05/2025	MH390	The Art Station	Hall Hire	£165.00			1000	
07/05/2025	MH376	Shake	Hall Hire	£300.00			1000	
09/05/2025	MH385	Jane Chapman	Hall Hire	£30.00			1000	
19/05/2025	MH378	Marion Walker	Hall Hire	£40.00			1000	
19/05/2025	MH383	Marion Walker	Hall Hire	£40.00			1000	
16/05/2025	MH379	Lyn Martin	Hall Hire	£100.00			1000	
15/05/2025	n/a	Saxmundham Town Council	Payment to Market Hall for PHS Sanitary Disposal	£854.38			4200	
15/05/2025	MH 387	Saxmundham Town Council	Hall Hire	£80.00			1000	
15/05/2025	MH 389	Saxmundham Town Council	Hall Hire	£40.00			1000	
23/05/2025	MH392	Reed in Partnership	Hall Hire	£105.00			1000	
22/05/2025	MH386	Polly Kaz Line Dance	Hall Hire	£30.00			1000	
29/05/2025	MH404	Jason Reeve	Hall Hire	£40.00			1000	
30/05/2025	MH380	BPA	Hall Hire	£60.00			1000	
				£2,204.38				
Transfers from Unity Trust Bank Savings								
02/05/2025	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£977.59				
14/05/2025	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£1,500.00				
				£2,477.59				
31/05/2025			Balance Carried Forward - Unity Trust Bank Current	£2,337.65				
			Balance Carried Forward - Unity Trust Bank Savings	£7,599.93				
				£9,937.58				












































**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 1 - Unity Trust Bank Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/03/2025		5,660.10
			<u>5,660.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,660.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,660.10
		Balance per Cash Book is :-	5,660.10
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon Q. Smith Date 01/04/2025**Councillor:**

Name Signed Date

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Unity Trust Bank Current

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/03/2025			40.00	40.00		R 	Receipt(s) Banked
11/03/2025			50.00	50.00		R 	Receipt(s) Banked
12/03/2025	DD	3.00		3.00		R 	Lloyds Bank
12/03/2025			20.00	20.00		R 	Receipt(s) Banked
12/03/2025			45.00	45.00		R 	Receipt(s) Banked
12/03/2025			60.00	60.00		R 	Receipt(s) Banked
13/03/2025			50.00	50.00		R 	Receipt(s) Banked
13/03/2025			45.00	45.00		R 	Receipt(s) Banked
14/03/2025			120.00	120.00		R 	Receipt(s) Banked
14/03/2025			20.00	20.00		R 	Receipt(s) Banked
14/03/2025			120.00	120.00		R 	Receipt(s) Banked
17/03/2025	Match01	67.01		67.01		R 	ROBERT ROSS
17/03/2025	Match02	450.86		450.86		R 	A R SMART Systems
17/03/2025	Match03	361.80		361.80		R 	Smartest Energy
17/03/2025	Match04	109.17		109.17		R 	Smartest Energy
17/03/2025	Match05	65.31		65.31		R 	Wave Water
17/03/2025			60.00	60.00		R 	Receipt(s) Banked
20/03/2025			40.00	40.00		R 	Receipt(s) Banked
21/03/2025			40.00	40.00		R 	Receipt(s) Banked
21/03/2025			80.00	80.00		R 	Receipt(s) Banked
21/03/2025			80.00	80.00		R 	Receipt(s) Banked
21/03/2025			40.00	40.00		R 	Receipt(s) Banked
21/03/2025			120.00	120.00		R 	Receipt(s) Banked
21/03/2025			-15.00	-15.00		R 	Receipt(s) Banked
24/03/2025			150.00	150.00		R 	Receipt(s) Banked
24/03/2025			40.00	40.00		R 	Receipt(s) Banked
24/03/2025			-50.00	-50.00		R 	Receipt(s) Banked
25/03/2025			35.00	35.00		R 	Receipt(s) Banked
25/03/2025			80.00	80.00		R 	Receipt(s) Banked
25/03/2025			80.00	80.00		R 	Receipt(s) Banked
25/03/2025			30.00	30.00		R 	Receipt(s) Banked
25/03/2025			60.00	60.00		R 	Receipt(s) Banked
25/03/2025			240.00	240.00		R 	Receipt(s) Banked
25/03/2025			120.00	120.00		R 	Receipt(s) Banked
25/03/2025			200.00	200.00		R 	Receipt(s) Banked
25/03/2025			80.00	80.00		R 	Receipt(s) Banked
25/03/2025			20.00	20.00		R 	Receipt(s) Banked
25/03/2025			80.00	80.00		R 	Receipt(s) Banked
26/03/2025	MH01	244.80		244.80		R 	PETER KING Electrical LTD
31/03/2025	Mstch01	374.40		374.40		R 	The Cleaning Company Suffolk L
31/03/2025	DD	8.70		8.70		R 	Unity Trust Bank
31/03/2025			40.00	40.00		R 	Receipt(s) Banked
31/03/2025			40.00	40.00		R 	Receipt(s) Banked
		1,685.05	2,260.00				

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Unity Trust Bank Current

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 01/04/2025

Councillor:

Name Signed Date



Saxmundham Town Council

Market Hall

60-83-01 • 20458593

Balance

£ 5,660.10

Available

£ 5,660.10

Balances are correct as of 13:19 on 01 Apr 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/03/25	Service Charge		-8.10	5,660.10
31/03/25	Manual Credit - Handling Charge		-0.60	5,668.20
31/03/25	B/P to: The Cleaning Compa • INV 4538		-374.40	5,668.80
31/03/25	MARION WALKER • MH362	40.00		6,043.20
31/03/25	MARION WALKER • MH366	40.00		6,003.20
26/03/25	Transfer to 20458603		-2,696.34	5,963.20
26/03/25	B/P to: PETER KING ELECTRI • 8087		-244.80	8,659.54
25/03/25	IP17GNS • MH370 - IP17GNS	30.00		8,904.34
25/03/25	IP17GNS • MH348 - IP17GNS	80.00		8,874.34
25/03/25	IP17GNS • MH353 - IP17GNS	60.00		8,794.34
25/03/25	IP17GNS • MH369 - IP17GNS	35.00		8,734.34
25/03/25	IP17GNS • MH368 - IP17GNS	80.00		8,699.34
25/03/25	JB Judo • MH HIRE	640.00		8,619.34
25/03/25	Credit • 44	100.00		7,979.34
24/03/25	CARTWRIGHT J • MH351/365/CN20	140.00		7,879.34
21/03/25	IP17GNS • MH324-CN10/173	105.00		7,739.34
21/03/25	IP17GNS • MH223 - IP17GNS	40.00		7,634.34
21/03/25	IP17GNS • MH199 - IP17GNS	80.00		7,594.34
21/03/25	IP17GNS • MH328 - IP17GNS	80.00		7,514.34
21/03/25	Credit • 51	2,696.34		7,434.34
21/03/25	NAKITA KIRK • Partyfor-NKirk	40.00		4,738.00
20/03/25	BARNES L • MH372	40.00		4,698.00
17/03/25	Credit • 43	60.00		4,658.00

17/03/25	B/P to: AR Smart Systems • INV - 0858	-450.86	4,598.00
17/03/25	B/P to: Robert Ross • RUTLAND DOOR CLOSE	-67.01	5,048.86
17/03/25	Direct Debit (SMARTESTENERGY BUS) • 44502-002	-361.80	5,115.87
17/03/25	Direct Debit (ANGLIAN WATER BUSI) • 1050638	-65.31	5,477.67
17/03/25	Direct Debit (SMARTESTENERGY BUS) • 100011224898	-109.17	5,542.98
14/03/25	CHAPMAN J • MH345	20.00	5,652.15
14/03/25	BRITTEN PEARS ARTS • BRITTEN PEARS ARTS	120.00	5,632.15
14/03/25	REED IN PARTNERSHI	120.00	5,512.15
13/03/25	POLL K J • LINE DANCING MH352	45.00	5,392.15
13/03/25	SAXMUNDHAM A • MH357	50.00	5,347.15
12/03/25	SUFF COAST CONS A • INVOICE MH356	60.00	5,297.15
12/03/25	East Suffolk LibDe • MH84/137	65.00	5,237.15
12/03/25	Direct Debit (LLOYDS BANK PLC) • 5563140411409966	-3.00	5,172.15
11/03/25	MARION WALKER • INVOICE MH350	50.00	5,175.15
11/03/25	MARION WALKER • MH349	40.00	5,125.15
28/02/25	Service Charge	-9.15	5,085.15
28/02/25	CHAPMAN J • MH337	10.00	5,094.30
21/02/25	REED IN PARTNERSHI	120.00	5,084.30
17/02/25	B/P to: Robert Ross • FISH KEY SUPPLIES	-2.99	4,964.30
17/02/25	B/P to: AR Smart Systems • INV - 0840	-676.32	4,967.29
17/02/25	B/P to: COASTAL FIRE LIMIT • INV NO 765	-126.90	5,643.61
17/02/25	B/P to: Robert Ross • FIRE ALARM TESTKEY	-8.98	5,770.51
17/02/25	Direct Debit (SMARTESTENERGY BUS) • 44502-002	-405.16	5,779.49
17/02/25	Direct Debit (ANGLIAN WATER BUSI) • 1050638	-58.47	6,184.65
17/02/25	Direct Debit (SMARTESTENERGY BUS) • 100011224898	-528.24	6,243.12
14/02/25	Transfer from 20508964	4,644.32	6,771.36
11/02/25	B/P to: The Cleaning Compa • INV 4473	-550.74	2,127.04
10/02/25	B/P to: Grayling • INV343DUPPAYMENT	-105.00	2,677.78
10/02/25	B/P to: Sharon Smith • 123 REG FOR MH	-15.59	2,782.78

MARKET HALL - MARCH 2025

01/03/2025

Balance Brought Forward - Unity Trust Bank Current
Balance Brought Forward - Unity Trust Bank Savings

£5,085.15
£10,000.00
£15,085.15

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
31/03/2021	n/a	Unity Trust Bank	Bank Charges - Month 12	£8.70	£0.00	£8.70	4235	Preapproved Payments List
03/03/2025	n/a	Smartest Energy	Electricity - Month 11	£109.17	£5.20	£103.97	4205	Preapproved Payments List
02/03/2025	n/a	Smartest Energy	Gas - Month 11	£361.80	£17.23	£344.57	4205	Preapproved Payments List
02/03/2025	n/a	Wave	Water - Month 11	£65.31	£0.00	£65.31	4205	Preapproved Payments List
05/03/2025	78/24MH	The Cleaning Company Suffolk	Cleaning - Month 11	£374.40	£82.40	£312.00	4200	Preapproved Payments List
27/02/2025	AR	Smart Systems	CCTV - 40% Final Payment	£450.86	£75.14	£375.72	4320	Market Hall Management Committee - 10/24MHC
12/03/2025	n/a	Robert Ross	Inner Door Closers	£67.01	£11.17	£55.84	4235	Preapproved Payments List
20/03/2025	n/a	Lloyds Bank	Debit Card - Monthly Charge	£3.00	£0.00	£3.00	4235	Preapproved Payments List
20/03/2025	n/a	Peter King Electrical Ltd	Faulty LED Panel Replacement	£244.80	£40.80	£204.00	4320	Preapproved Payments List
				£1,685.05	£211.94	£1,473.11		

Receipts to Unity Trust Bank Current

Date	Invoice No	Payer	Description	Amount	Code
11/03/2025	MH349	Marion Walker	Hall Hire	£40.00	1000
11/03/2025	MH350	Marion Walker	Hall Hire	£50.00	1000
12/03/2025	MH351	Liberal Democrat Association	Hall Hire	£45.00	1000
12/03/2025	MH137	Liberal Democrat Association	Hall Hire	£20.00	1000
12/03/2025	MH356	Suffolk Coastal Conservative Ass.	Hall Hire	£60.00	1000
13/03/2025	MH357	Sax Fest - Terry Barrow	Hall Hire	£50.00	1000
13/03/2025	MH352	Line Dancing	Hall Hire	£45.00	1000
14/03/2025	MH347	BPA	Hall Hire	£120.00	1000
14/03/2025	MH345	Jane Chapman	Hall Hire	£20.00	1000
17/03/2025	MH333	Lyn Martin - Carpet Bowls	Hall Hire	£60.00	1000
14/03/2025	MH354	Reed DVLA	Hall Hire	£120.00	1000
20/03/2025	MH372	On Y Va	Hall Hire	£40.00	1000
21/03/2025	MH360	Nikita Kirk - Party	Hall Hire	£40.00	1000
21/03/2025	MH328	IP17 GNS	Hall Hire	£80.00	1000
21/03/2025	MH223	IP17 GNS	Hall Hire	£40.00	1000
21/03/2025	MH324	Gather & Grow - IP17 GNS	Hall Hire	£105.00	1000
21/03/2025	MH239	IP17 GNS	Hall Hire	£80.00	1000
24/03/2025	CN20	Finding Your Feet - Keith	Hall Hire	£50.00	1000
24/03/2025	MH365	Finding Your Feet - Keith	Hall Hire	£40.00	1000
24/03/2025	MH351	Finding Your Feet - Keith	Hall Hire	£150.00	1000
25/03/2025	MH323	Judo - Keith Cartwright Jones	Hall Hire	£240.00	1000
25/03/2025	MH334	Judo - Keith Cartwright Jones	Hall Hire	£120.00	1000
25/03/2025	MH355	Judo - Keith Cartwright Jones	Hall Hire	£200.00	1000
25/03/2025	MH374	Judo - Keith Cartwright Jones	Hall Hire	£80.00	1000
25/03/2025	MH346	Lyn Martin - Carpet Bowls	Hall Hire	£80.00	1000
25/03/2025	MH359	Lyn Martin - Carpet Bowls	Hall Hire	£20.00	1000
25/03/2025	MH368	Gather & Grow - IP17GNS	Hall Hire	£80.00	1000
25/03/2025	MH369	IP17 GNS	Hall Hire	£35.00	1000
25/03/2025	MH353	Friday Boogie - IP17 GNS	Hall Hire	£60.00	1000
25/03/2025	MH370	Friday Boogie - IP17 GNS	Hall Hire	£30.00	1000
25/03/2025	MH348	Gather & Grow - IP17GNS	Hall Hire	£80.00	1000
31/03/2025	MH362	Marion Walker	Hall Hire	£40.00	1000
31/03/2025	MH366	Marion Walker	Hall Hire	£40.00	1000
				£2,260.00	

Receipts to Unity Trust Bank Current

Date	Invoice No	Payer	Description	Amount
31/03/2025	n/a	Unity Trust Bank	Interest - Qtr 4	£77.52
				£77.52

Balance Carried Forward - Unity Trust Bank Current
Balance Carried Forward - Unity Trust Bank Savings

£5,660.10
£10,077.52
£15,737.62

**Bank Reconciliation Statement as at 31/03/2025
for Cashbook 2 - Unity Trust Bank Savings**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Savings	31/03/2025		10,077.52
			<u>10,077.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,077.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,077.52
		Balance per Cash Book is :-	10,077.52
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G Smith Date 01/04/25**Councillor:**

Name Signed Date

Date: 01/04/2025

Market Hall

Page 1

Time: 13:27

User: 7430.M.ALLEN

Bank Reconciliation up to 31/03/2025 for Cashbook No 2 - Unity Trust Bank Savings

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2025			77.52	77.52		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>77.52</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon C. Smith Date 01/04/25

Councillor:

Name Signed Date



Saxmundham Town Council

Market Hall

60-83-01 • 20508964

Gross interest rate

2.50 % 

Balance

£ 10,077.52

Available

£ 10,077.52

Balances are correct as of 13:20 on 01 Apr 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/03/25	Credit Interest	77.52		10,077.52
14/02/25	Transfer to 20458593		-4,644.32	10,000.00

Date: 01/05/2025

Market Hall

Page 1

Time: 16:00

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Unity Trust Bank Current**

User: 7430.L.HAMON

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	30/04/2025		1,589.27
			<u>1,589.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,589.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,589.27
		Balance per Cash Book is :-	1,589.27
		Difference is :-	0.00

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 01/05/25

Councillor:

Name Signed Date

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Unity Trust Bank Current

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/04/2025			80.00	80.00		R <input type="checkbox"/>	Receipt(s) Banked
07/04/2025			50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
09/04/2025	Transfer	151.00		151.00		R <input type="checkbox"/>	Unity Trust Bank Multipay Card
15/04/2025	Match07	307.60		307.60		R <input type="checkbox"/>	Smartest Energy
15/04/2025	Match08	297.69		297.69		R <input type="checkbox"/>	Smartest Energy
16/04/2025	Match09	73.82		73.82		R <input type="checkbox"/>	Wave Water
17/04/2025	TRANSFER	423.60		423.60		R <input type="checkbox"/>	Saxmundham Town Council
17/04/2025	TRANSFER	405.60		405.60		R <input type="checkbox"/>	Saxmundham Town Council
17/04/2025	TRANSFER	120.00		120.00		R <input type="checkbox"/>	Saxmundham Town Council
17/04/2025	TRANSFER	2,148.67		2,148.67		R <input type="checkbox"/>	Saxmundham Town Council
17/04/2025			120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
17/04/2025			120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
17/04/2025			717.79	717.79		R <input type="checkbox"/>	Receipt(s) Banked
17/04/2025			50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
18/04/2025			30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
22/04/2025	Match01	162.00		162.00		R <input type="checkbox"/>	Red Dune Ltd.
22/04/2025	Match02	150.00		150.00		R <input type="checkbox"/>	Herringbone Design Ltd
22/04/2025	Match03	740.40		740.40		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
22/04/2025	Match04	24.99		24.99		R <input type="checkbox"/>	Fishers Ironmongers
22/04/2025	Match05	480.00		480.00		R <input type="checkbox"/>	The Cleaning Company Suffolk L
22/04/2025	Match06	30.00		30.00		R <input type="checkbox"/>	Lee's Window Cleaning
28/04/2025			68.00	68.00		R <input type="checkbox"/>	Receipt(s) Banked
28/04/2025			40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
28/04/2025			60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
30/04/2025	TRANSFER	11.25		11.25		R <input type="checkbox"/>	Unity Trust Bank
30/04/2025			120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
		5,526.62	1,455.79				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 01/05/25

Councillor:

Name Signed Date



Saxmundham Town Council

Market Hall

60-83-01 • 20458593

Balance

Available

£ 1,589.27**£ 1,589.27**

Balances are correct as of 15:46 on 01 May 2025.

↓ Date	Description	Paid in	Paid out	Balance
30/04/25	Service Charge		-11.25	1,589.27
30/04/25	CATS-FRAMLINGHAM • MH394	120.00		1,600.52
28/04/25	Transfer to 20458603		-67.60	1,480.52
28/04/25	Transfer to 20458603		-20.00	1,548.12
28/04/25	Transfer to 20458603		-70.60	1,568.12
28/04/25	REEVE J • MH384	60.00		1,638.72
25/04/25	CHAPMAN J • MH367	30.00		1,578.72
22/04/25	B/P to: Rialtas Business S • SM32482		-740.40	1,548.72
22/04/25	B/P to: HERRINGBONE DESIGN • 6360		-150.00	2,289.12
22/04/25	B/P to: The Cleaning Compa • INV 4594		-480.00	2,439.12
22/04/25	B/P to: S A SMITH & G R SM • MARKET HALL AC 86		-24.99	2,919.12
22/04/25	B/P to: RED DUNE • INV-10909		-162.00	2,944.11
22/04/25	B/P to: Lee's Window Clean • MARKET HALL WINDOW		-30.00	3,106.11
17/04/25	Transfer from 20458603	50.00		3,136.11
17/04/25	Transfer from 20458603	717.79		3,086.11
17/04/25	Transfer to 20458603		-2,148.67	2,368.32
17/04/25	Transfer to 20458603		-353.00	4,516.99
17/04/25	Transfer to 20458603		-338.00	4,869.99
17/04/25	Transfer to 20458603		-100.00	5,207.99
17/04/25	BRITTEN PEARS ARTS • BRITTEN PEARS ARTS	120.00		5,307.99
17/04/25	REED IN PARTNERSHI	120.00		5,187.99
16/04/25	Direct Debit (ANGLIAN WATER BUSI) • 1050638		-73.82	5,067.99
15/04/25	Direct Debit (SMARTESTENERGY BUS) • 44502-002		-307.60	5,141.81

15/04/25	Direct Debit (SMARTESTENERGY BUS)	• 100011224898	-297.69	5,449.41
14/04/25	THE ANTIQUES COLLE	• MH344	68.00	5,747.10
09/04/25	Direct Debit (LLOYDS CORP CARD)	• 5563140411409966	-151.00	5,679.10
07/04/25	ROBERTS J D	• Troughton J	50.00	5,830.10
04/04/25	Credit	• 45	80.00	5,780.10
03/04/25	REEVE J	• MH375	40.00	5,700.10
31/03/25	Service Charge		-8.10	5,660.10
31/03/25	Manual Credit - Handling Charge		-0.60	5,668.20
31/03/25	B/P to: The Cleaning Compa	• INV 4538	-374.40	5,668.80
31/03/25	MARION WALKER	• MH362	40.00	6,043.20
31/03/25	MARION WALKER	• MH366	40.00	6,003.20
26/03/25	Transfer to 20458603		-2,696.34	5,963.20
26/03/25	B/P to: PETER KING ELECTRI	• 8087	-244.80	8,659.54
25/03/25	IP17GNS	• MH370 - IP17GNS	30.00	8,904.34
25/03/25	IP17GNS	• MH348 - IP17GNS	80.00	8,874.34
25/03/25	IP17GNS	• MH353 - IP17GNS	60.00	8,794.34
25/03/25	IP17GNS	• MH369 - IP17GNS	35.00	8,734.34
25/03/25	IP17GNS	• MH368 - IP17GNS	80.00	8,699.34
25/03/25	JB Judo	• MH HIRE	640.00	8,619.34
25/03/25	Credit	• 44	100.00	7,979.34
24/03/25	CARTWRIGHT J	• MH351/365/CN20	140.00	7,879.34
21/03/25	IP17GNS	• MH324-CN10/173	105.00	7,739.34
21/03/25	IP17GNS	• MH223 - IP17GNS	40.00	7,634.34
21/03/25	IP17GNS	• MH199 - IP17GNS	80.00	7,594.34
21/03/25	IP17GNS	• MH328 - IP17GNS	80.00	7,514.34
21/03/25	Credit	• 51	2,696.34	7,434.34
21/03/25	NAKITA KIRK	• Partyfor-NKirk	40.00	4,738.00
20/03/25	BARNES L	• MH372	40.00	4,698.00
17/03/25	Credit	• 43	60.00	4,658.00
17/03/25	B/P to: AR Smart Systems	• INV - 0858	-450.86	4,598.00

MARKET HALL - APRIL 2025

01/04/2025

Balance Brought Forward - Unity Trust Bank Current
Balance Brought Forward - Unity Trust Bank Savings

Payments

Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
01/04/2025		Rialtas Business Solutions	Annual Bookings Maintenance and Support	£740.40	£123.40	£617.00	4405	Pre-Approved Payments List
01/04/2025		Saxmundham Town Council	Annual Ledger Maintenance and Support - Rialtas Business Systems	£423.60	£70.60	£353.00	4405	Pre-Approved Payments List
01/04/2025		Saxmundham Town Council	Year End Close Down - Rialtas Business Systems	£120.00	£20.00	£100.00	4290	Pre-Approved Payments List
01/04/2025		Saxmundham Town Council	Cloud User Fee - Rialtas Business Systems	£405.60	£67.60	£338.00	4290	Pre-Approved Payments List
31/03/2025		Unity Trust Bank	Bank Charges - Month 1	£11.25	£0.00	£11.25	4235	Pre-Approved Payments List
03/04/2025		Smartest Energy	Electricity - Month 12	£297.69	£14.17	£283.52	4205	Pre-Approved Payments List
03/04/2025		Wave	Gas - Month 12	£307.60	£14.65	£292.95	4205	Pre-Approved Payments List
02/04/2025		Lee's Window Cleaning	Water - Month 12	£73.82	£0.00	£73.82	4205	Pre-Approved Payments List
17/04/2025		Fisher's Ironmongers	Window Cleaning	£30.00	£0.00	£30.00	4320	Pre-Approved Payments List
15/04/2025		The Cleaning Company Suffolk	General Materials	£24.99	£0.00	£24.99	4310	Pre-Approved Payments List
31/03/2025		Herringbone Design	Cleaning - Month 12	£480.00	£80.00	£400.00	4200	Pre-Approved Payments List
31/03/2025		Saxmundham Town Council	Website Hosting	£150.00	£0.00	£150.00	4405	Pre-Approved Payments List
16/04/2025		Red Dune	Insurance Reimbursement	£2,148.67	£0.00	£2,148.67	4270	Pre-Approved Payments List
01/04/2025			Broadband Charges - Quarter 4	£162.00	£27.00	£135.00	4260	Pre-Approved Payments List
				£5,375.62	£417.42	£4,958.20		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
13/03/2025	n/a	East Suffolk Council	Pre-Planning Advice	£148.00	£0.00	£148.00	4235	Management Committee - TBC
26/03/2025	n/a	Lloyds Bank	Credit Card Charge - Month 1	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£151.00	£0.00	£151.00		

Receipts

Date	Invoice No	Payer	Description	Amount	Code
03/04/2025	MH 375	J Reeve	Hall Hire	£40.00	1000
04/04/2025	MH363	Lyn Martin - Carpet Bowls	Hall Hire	£80.00	1000
14/04/2025	MH344	We Buy Vintage	Hall Hire	£68.00	1000
17/04/2025	MH364	Britten Pears Arts	Hall Hire	£120.00	1000
17/04/2025	MH371	Reed In Partnership	Hall Hire	£120.00	1000
25/04/2025	MH367	Jane Chapman	Hall Hire	£30.00	1000
30/04/2025	MH394	The Cats Protection	Hall Hire	£120.00	1000
07/04/2025	n/a	Janice Troughton	Donation towards paint for Market Hall bench	£50.00	1000
17/04/2025	n/a	Saxmundham Town Council	VAT Recovery Quarter 4	£717.79	1021
28/04/2025	MH384	Jason Reeve	Hall Hire	£60.00	105
17/04/2025	n/a	Sax Community Fest	Hall Hire	£50.00	1000
				£1,455.79	1000

30/04/2025

Balance Carried Forward - Unity Trust Bank Current
Balance Carried Forward - Unity Trust Bank Savings

£1,589.27
£10,077.52
£11,666.79

Date: 01/05/2025

Market Hall

Page 1

Time: 16:02

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 2 - Unity Trust Bank Savings**

User: 7430.L.HAMON

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Savings	30/04/2025		10,077.52
			<u>10,077.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,077.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,077.52
		Balance per Cash Book is :-	10,077.52
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G. Smith Date 01/05/25**Councillor:**

Name Signed Date




Saxmundham Town Council

Market Hall

60-83-01 • 20508964

Gross interest rate

2.50 % 

Balance

£ **10,077.52**

Available

£ **10,077.52**

Balances are correct as of 10:10 on 01 May 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/03/25	Credit Interest	77.52		10,077.52
14/02/25	Transfer to 20458593		-4,644.32	10,000.00

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 3 - Unity Trust Bank Multipay Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/04/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G. Smith Date 01/05/25**Councillor:**

Name Signed Date

Date: 01/05/2025

Market Hall

Page 1

Time: 16:05

User: 7430.L.HAMON

Bank Reconciliation up to 30/04/2025 for Cashbook No 3 - Unity Trust Bank Multipay Card

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/03/2025	Match01	3.00		3.00		R <input checked="" type="checkbox"/>	Lloyds Bank
26/03/2025	Match02	148.00		148.00		R <input checked="" type="checkbox"/>	East Suffolk District Council
09/04/2025	Transfer		151.00	151.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>151.00</u>	<u>151.00</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon S. Smith Date 01/05/25

Councillor:

Name Signed Date



MARKETHALL
THE TOWN HOUSE
STATION APPROACH
SUFFOLK
IP17 1BW

Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE

Tel: 0800 0964496

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 26/03/2025

Card ending**** * 2124

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£151.00 DR
Statement Balance	£151.00 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
13 Mar 25	WWW,EASTSUFFOLK.GOV.UK GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED		148.00 DR
26 Mar 25	MONTHLY FEE		3.00 DR

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 1 - Unity Trust Bank Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2025		2,337.65
			<u>2,337.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,337.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,337.65
		Balance per Cash Book is :-	2,337.65
		Difference is :-	0.00

Responsible Financial Officer:NameSHERON SMITH.....SignedSheron Q. Smith.....Date01/06/2025.....**Councillor:**

NameSignedDate

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Unity Trust Bank Current

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/05/2025	Match01	2,566.86		2,566.86		R <input checked="" type="checkbox"/>	PHS Group
02/05/2025	Transfer		977.59	977.59		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/05/2025			160.00	160.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2025			80.00	80.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2025			165.00	165.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/05/2025			30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/05/2025			300.00	300.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/05/2025	Transfer	185.18		185.18		R <input checked="" type="checkbox"/>	Unity Trust Bank Multipay Card
14/05/2025	Match 01	349.10		349.10		R <input checked="" type="checkbox"/>	Smartest Energy
14/05/2025	Match02	140.71		140.71		R <input checked="" type="checkbox"/>	Smartest Energy
14/05/2025	Transfer		1,500.00	1,500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2025			80.00	80.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2025			854.38	854.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/05/2025			100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/05/2025	Match03	76.51		76.51		R <input checked="" type="checkbox"/>	Wave Water
19/05/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/05/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/05/2025			30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/05/2025			105.00	105.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/05/2025	Match04	21.98		21.98		R <input checked="" type="checkbox"/>	Fishers Ironmongers
27/05/2025	Match05	130.80		130.80		R <input checked="" type="checkbox"/>	Coastal Fire Ltd.
27/05/2025	Match06	453.60		453.60		R <input checked="" type="checkbox"/>	The Cleaning Company Suffolk L
29/05/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/05/2025			60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/05/2025	TRANSFER	8.85		8.85		R <input checked="" type="checkbox"/>	Unity Trust Bank
		<u>3,933.59</u>	<u>4,681.97</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon Q. Smith Date 01/06/2025

Councillor:

Name Signed Date

MARKET HALL - MAY 2025

01/05/2025

Balance Brought Forward - Unity Trust Bank Current
Balance Brought Forward - Unity Trust Bank Savings

£1,589.27
£10,077.52
£11,666.79

Payments

Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
02/05/2025	n/a	Smartest Energy	Electricity - Month 1	£349.10	£16.62	£332.48	4205	Pre-Approved Payments List
02/05/2025	n/a	Smartest Energy	Gas - Month 1	£140.71	£6.70	£134.01	4205	Pre-Approved Payments List
02/05/2025	n/a	Wave	Water - Month 1	£76.51	£0.00	£76.51	4205	Pre-Approved Payments List
28/04/2025	n/a	The Cleaning Company Suffolk	Cleaning - Month 1	£463.60	£75.60	£378.00	4200	Pre-Approved Payments List
02/05/2025	n/a	PHS	Sanitary Disposal - STC and Market Hall	£2,566.86	£427.80	£2,139.06	4200	Pre-Approved Payments List
06/05/2025	n/a	Coastal Fire Ltd	Fire Alarm/Emergency Lighting Servicing	£130.80	£21.80	£109.00	4320	Pre-Approved Payments List
15/05/2025	n/a	Fishers	General Materials	£21.98	£0.00	£21.98	4310	Pre-Approved Payments List
31/05/2025	n/a	Unity Trust Bank	Bank Charges - Month 2	£8.85	£0.00	£8.85	4235	Pre-Approved Payments List
				£3,748.41	£548.52	£3,199.89		

Lloyds Bank Multi-pay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
27/03/2025	n/a	Screwfix	Railings and Benches Refurbishment Materials	£102.23	£17.04	£85.19	4320	Management Committee - TBC
03/04/2025	n/a	Decorating Warehouse	Railings and Benches Refurbishment Materials	£79.95	£13.33	£66.62	4320	Management Committee - TBC
26/05/2025	n/a	Lloyds Bank	Credit Card Charge - Month 2	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£185.18	£30.37	£154.81		

Receipts

Date	Invoice No	Payer	Description	Amount	Code
06/05/2025	MH381	Keith Cartwright-Jones	Hall Hire	£160.00	1000
07/05/2025	MH388	IP17 GNS	Hall Hire	£80.00	1000
07/05/2025	MH382	IP17 GNS - Gather and Grow	Hall Hire	£40.00	1000
07/05/2025	MH242	The Art Station	Hall Hire	£40.00	1000
07/05/2025	MH390	The Art Station	Hall Hire	£165.00	1000
07/05/2025	MH376	Shake	Hall Hire	£300.00	1000
09/05/2025	MH385	Jane Chapman	Hall Hire	£30.00	1000
19/05/2025	MH378	Marion Walker	Hall Hire	£40.00	1000
19/05/2025	MH383	Marion Walker	Hall Hire	£40.00	1000
16/05/2025	MH379	Lyn Martin	Hall Hire	£100.00	1000
15/05/2025	n/a	Saxmundham Town Council	Payment to Market Hall for PHS Sanitary Disposal	£854.38	4200
15/05/2025	MH 387	Saxmundham Town Council	Hall Hire	£80.00	1000
15/05/2025	MH 389	Saxmundham Town Council	Hall Hire	£40.00	1000
23/05/2025	MH392	Reed in Partnership	Hall Hire	£105.00	1000
22/05/2025	MH386	Polly Kaz Line Dance	Hall Hire	£30.00	1000
29/05/2025	MH404	Jason Reeve	Hall Hire	£40.00	1000
30/05/2025	MH380	BPA	Hall Hire	£60.00	1000
				£2,204.38	

Transfers from Unity Trust Bank Savings

02/05/2025	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£977.59
14/05/2025	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£1,500.00
				£2,477.59

Balance Carried Forward - Unity Trust Bank Current
Balance Carried Forward - Unity Trust Bank Savings

£2,337.65
£7,596.93
£9,937.58



Saxmundham Town Council

Market Hall

60-83-01 • 20458593

Balance

£ 8,649.86

Available

£ 8,649.86

Balances are correct as of 11:36 on 16 Jun 2025.

↓ Date	Description	Paid in	Paid out	Balance
16/06/25	Direct Debit (ANGLIAN WATER BUSI) • 1050638		-89.55	8,649.86
16/06/25	Direct Debit (SMARTESTENERGY BUS) • 100011224898		-99.67	8,739.41
16/06/25	MARION WALKER • MH396	40.00		8,839.08
16/06/25	MARION WALKER • MH399	40.00		8,799.08
11/06/25	JB Judo • MH398	194.50		8,759.08
10/06/25	Direct Debit (LLOYDS CORP CARD) • 5563140411409966		-3.00	8,564.58
09/06/25	Transfer from 20508964	5,599.93		8,567.58
04/06/25	IP17GNS • MH395 - IP17GNS	80.00		2,967.65
02/06/25	IP17GNS • GANNON ROOMS	550.00		2,887.65
31/05/25	Service Charge		-8.85	2,337.65
30/05/25	BRITTEN PEARS ARTS • BRITTEN PEARS ARTS	60.00		2,346.50
29/05/25	REEVE J • MH404	40.00		2,286.50
27/05/25	B/P to: The Cleaning Compa • INV 4655		-453.60	2,246.50
27/05/25	B/P to: COASTAL FIRE LIMIT • MH FIRE/LIGHT CHEC		-130.80	2,700.10
27/05/25	B/P to: S A SMITH & G R SM • APRIL ITEMS		-21.98	2,830.90
23/05/25	REED IN PARTNERSHI	105.00		2,852.88
22/05/25	POLL K J • LINE DANCING MH386	30.00		2,747.88
19/05/25	Direct Debit (ANGLIAN WATER BUSI) • 1050638		-76.51	2,717.88
19/05/25	MARION WALKER • INVOICE MH383	40.00		2,794.39
19/05/25	MARION WALKER • MH378	40.00		2,754.39
16/05/25	Credit • 46	100.00		2,714.39
15/05/25	Transfer from 20458603	80.00		2,614.39

15/05/25	Transfer from 20458603	40.00	2,534.39
15/05/25	Transfer from 20458603	854.38	2,494.39
14/05/25	Transfer from 20508964	1,500.00	1,640.01
14/05/25	Direct Debit (SMARTTESTENERGY BUS) • 44502-002		-140.71 140.01
14/05/25	Direct Debit (SMARTTESTENERGY BUS) • 100011224898		-349.10 280.72
12/05/25	Direct Debit (LLOYDS CORP CARD) • 5563140411409966		-185.18 629.82
09/05/25	SHAKE Festiv • MH376	300.00	815.00
09/05/25	CHAPMAN J • MH208	30.00	515.00
07/05/25	SAXMUNDHAM ART STATION THE ART ST • MH 390	165.00	485.00
07/05/25	SAXMUNDHAM ART STATION THE ART ST • MH 242 HALL HIRE	40.00	320.00
07/05/25	IP17GNS • MH382 - IP17GNS	40.00	280.00
07/05/25	IP17GNS • MH388 - IP17GNS	80.00	240.00
06/05/25	JB Judo • MH381	160.00	160.00
02/05/25	Transfer from 20508964	977.59	0.00
02/05/25	Direct Debit (PERSONNEL HYGIENE) • AI00196428		-2,566.86 -977.59
30/04/25	Service Charge		-11.25 1,589.27
30/04/25	CATS-FRAMLINGHAM • MH394	120.00	1,600.52
28/04/25	Transfer to 20458603		-67.60 1,480.52
28/04/25	Transfer to 20458603		-20.00 1,548.12
28/04/25	Transfer to 20458603		-70.60 1,568.12
28/04/25	REEVE J • MH384	60.00	1,638.72
25/04/25	CHAPMAN J • MH367	30.00	1,578.72
22/04/25	B/P to: Rialtas Business S • SM32482		-740.40 1,548.72
22/04/25	B/P to: HERRINGBONE DESIGN • 6360		-150.00 2,289.12
22/04/25	B/P to: The Cleaning Compa • INV 4594		-480.00 2,439.12
22/04/25	B/P to: S A SMITH & G R SM • MARKET HALL AC 86		-24.99 2,919.12
22/04/25	B/P to: RED DUNE • INV-10909		-162.00 2,944.11
22/04/25	B/P to: Lee's Window Clean • MARKET HALL WINDOW		-30.00 3,106.11

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 2 - Unity Trust Bank Savings**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Savings	31/05/2025		7,599.93
			<u>7,599.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>7,599.93</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			<u>7,599.93</u>
		Balance per Cash Book is :-	7,599.93
		Difference is :-	0.00

Responsible Financial Officer:

NameSignedDate

Councillor:

NameSignedDate

Date: 02/06/2025

Market Hall

Page 1

Time: 15:39

User: 7430.L.HAMON

Bank Reconciliation up to 31/05/2025 for Cashbook No 2 - Unity Trust Bank Savings

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/05/2025	Transfer	977.59		977.59		R <input type="checkbox"/>	Unity Trust Bank Current
14/05/2025	Transfer	1,500.00		1,500.00		R <input type="checkbox"/>	Unity Trust Bank Current
		<u>2,477.59</u>	<u>0.00</u>				

Responsible Financial Officer:

Name Signed Date

Councillor:

Name Signed Date




Saxmundham Town Council

Market Hall

60-83-01 • 20508964

Gross interest rate

2.25 % 

Balance

£ **2,000.00**

Available

£ **2,000.00****31 May 2025**

01 May 2025 - 31 May 2025

↓ Date	Description	Paid in	Paid out	Balance
14/05/25	Transfer to 20458593		-1,500.00	7,599.93
02/05/25	Transfer to 20458593		-977.59	9,099.93

Date: 02/06/2025

Market Hall

Page 1

Time: 15:40

**Bank Reconciliation Statement as at 31/05/2025
for Cashbook 3 - Unity Trust Bank Multipay Card**

User: 7430.L.HAMON

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/05/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			<u>0.00</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>0.00</u>
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 01/06/25

Councillor:

Name Signed Date

Date: 02/06/2025

Market Hall

Page 1

Time: 15:40

User: 7430.L.HAMON

Bank Reconciliation up to 31/05/2025 for Cashbook No 3 - Unity Trust Bank Multipay Card

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/05/2025	Match03	3.00		3.00		R <input type="checkbox"/>	Lloyds Bank
12/05/2025	Match01	102.23		102.23		R <input type="checkbox"/>	Screwfix Direct
12/05/2025	Match02	79.95		79.95		R <input type="checkbox"/>	Decorating Warehouse
12/05/2025	Transfer		185.18	185.18		R <input type="checkbox"/>	Receipt(s) Banked
		<u>185.18</u>	<u>185.18</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon A Smith Date 01/06/25

Councillor:

Name Signed Date



MARKETHALL
THE TOWN HOUSE
STATION APPROACH
SUFFOLK
IP17 1BW

*Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE*

Tel: [0800 096 4496](tel:08000964496)

Website: www.commercialcards.co.uk/lloydsbank

Statement Summary

Statement date: 28/04/2025

Card ending**** * 2124

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£182.18 DR
Statement balance:	£185.18 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
27 Mar 25	SCREWFIX DIRECT LUMBER AND BUILDING MATERIALS STORES		£102.23 DR
03 Apr 25	DECORATING WAREHOUSE PAINTS,VARNISHES AND SUPPLIES		£79.95 DR
28 Apr 25	MONTHLY FEE		£3.00 DR



MARKETHALL
THE TOWN HOUSE
STATION APPROACH
SUFFOLK
IP17 1BW

*Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE*

Tel: [0800 096 4496](tel:08000964496)

Website: www.commercialcards.co.uk/lloydsbank

Statement Summary

Statement date: 27/05/2025

Card ending**** * 2124

Balance Summary

Balance carried forward:	£0.00
Credits to your account:	£0.00
Debits to your account:	£0.00
Statement balance:	£3.00 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
27 May 25	MONTHLY FEE		£3.00 DR

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Unity Trust Bank Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	30/06/2025		1,613.73
			<u>1,613.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,613.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,613.73
		Balance per Cash Book is :-	1,613.73
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25**Councillor:**

Name Signed Date

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Unity Trust Bank Current

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/06/2025			80.00	80.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/06/2025	Transfer		5,599.93	5,599.93		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/06/2025	Match03	40.98		40.98		R <input checked="" type="checkbox"/>	Smartest Energy
10/06/2025	Transfer	3.00		3.00		R <input checked="" type="checkbox"/>	Unity Trust Bank Multipay Card
10/06/2025			194.50	194.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/06/2025	Match02	99.67		99.67		R <input checked="" type="checkbox"/>	Smartest Energy
16/06/2025	Match04	89.55		89.55		R <input checked="" type="checkbox"/>	Wave Water
16/06/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/06/2025			15.00	15.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/06/2025			90.00	90.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/06/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/06/2025	TRANSFER	50.00		50.00		R <input checked="" type="checkbox"/>	Saxmundham Town Council
25/06/2025			60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/06/2025	Match01	150.00		150.00		R <input checked="" type="checkbox"/>	Your Sweet Home
26/06/2025	Match05	558.05		558.05		R <input checked="" type="checkbox"/>	The Cleaning Company Suffolk L
26/06/2025	Match06	6,006.00		6,006.00		R <input checked="" type="checkbox"/>	Coastal Fire Ltd.
30/06/2025	DD	9.30		9.30		R <input checked="" type="checkbox"/>	Unity Trust Bank
30/06/2025	DD	1.80		1.80		R <input checked="" type="checkbox"/>	Unity Trust Bank
30/06/2025			40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2025			90.00	90.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2025			75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2025			-40.00	-40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>7,008.35</u>	<u>6,284.43</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25

Councillor:

Name Signed Date



Saxmundham Town Council

Market Hall

60-83-01 • 20458593

Balance

Available

£ 1,673.73**£ 1,673.73****30 Jun 2025**

01 Jun 2025 - 30 Jun 2025

↓ Date	Description	Paid in	Paid out	Balance
30/06/25	Service Charge		-9.30	1,613.73
30/06/25	Manual Credit - Handling Charge		-1.80	1,623.03
30/06/25	PIGEON CAPITAL MAN • PCM2 LTD	165.00		1,624.83
26/06/25	B/P to: Shake Festival • CLEANING AND REFUN		-40.00	1,459.83
26/06/25	B/P to: COASTAL FIRE LTD • INV-0191		-6,006.00	1,499.83
26/06/25	B/P to: The Cleaning Compa • INV 4713		-558.05	7,505.83
26/06/25	B/P to: The Gannon Institu • IP17 LEASE		-550.00	8,063.88
26/06/25	B/P to: Your Sweet Home • INVOICE 1361		-150.00	8,613.88
25/06/25	Transfer to 20458603		-50.00	8,763.88
25/06/25	SCCAPORS BACS • 3866629	60.00		8,813.88
20/06/25	E Saunders • MH408 - E saunders	40.00		8,753.88
20/06/25	BRITTEN PEARS ARTS • BRITTEN PEARS ARTS	90.00		8,713.88
17/06/25	POLL K J • LINE DANCING MH405	15.00		8,623.88
17/06/25	Direct Debit (SMARTESTENERGY • 44502-BUS) 002		-40.98	8,608.88
16/06/25	Direct Debit (ANGLIAN WATER BUSI) • 1050638		-89.55	8,649.86
16/06/25	Direct Debit • 100011224898 (SMARTESTENERGY BUS)		-99.67	8,739.41
16/06/25	MARION WALKER • MH396	40.00		8,839.08
16/06/25	MARION WALKER • MH399	40.00		8,799.08
11/06/25	JB Judo • MH398	194.50		8,759.08
10/06/25	Direct Debit (LLOYDS • 5563140411409966 CORP CARD)		-3.00	8,564.58

09/06/25	Transfer from 20508964	5,599.93	8,567.58
04/06/25	IP17GNS • MH395 - IP17GNS	80.00	2,967.65
02/06/25	IP17GNS • GANNON ROOMS	550.00	2,887.65

01/06/2025
Balance Brought Forward - Unity Trust Bank Current
Balance Brought Forward - Unity Trust Bank Savings

Unity Trust Current Payments/Transfers

Invoice Date	PO Number	Supplier	Description	Gross	VAT	Net	Code	Authority
23/06/2025		Exemplifire	Wireless Fire Alarm	£6,006.00	£1,001.00	£5,005.00	4320	
04/06/2025	n/a	Smartest Energy	Electricity - Month 2	£99.67	£4.74	£94.93	4205	Pre-Approved Payments List
05/06/2025	n/a	Smartest Energy	Gas - Month 2	£40.98	£1.95	£39.03	4205	Pre-Approved Payments List
02/06/2025	n/a	Wave	Water - Month 2	£89.55	£0.00	£89.55	4205	Pre-Approved Payments List
30/05/2025	n/a	The Cleaning Company Suffolk	Cleaning - Month 2	£558.05	£93.01	£465.04	4235	Pre-Approved Payments List
30/06/2025	n/a	Unity Trust Bank	Bank Charges - Month 3	£9.30	£0.00	£9.30	4320	Pre-Approved Payments List
14/06/2025	n/a	Your sweet home	Flood Water Clearance	£150.00	£0.00	£150.00	1000	Pre-Approved Payments List
26/06/2025	n/a	Shake Festival	Refund of Market Hall Booking	£40.00	£0.00	£40.00	1000	Pre-Approved Payments List
25/06/2025	n/a	Safest	Transfer to Saxmundham Town Council - Incorrect hall hire	£50.00	£0.00	£50.00	1000	Pre-Approved Payments List
30/06/2025	n/a	Unity Trust Bank	Manual Credit Handling Charge	£1.80	£0.00	£1.80	4235	Pre-Approved Payments List

£7,045.35 £1,100.70 £5,944.65

Lloyds Bank MultiBank Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
26/05/2025	n/a	Lloyds Bank	Credit Card Charge - Month 2	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				£3.00	£0.00	£3.00		

Unity Trust Current Receipts

Date	Invoice No	Payer	Description	Amount	Code
09/06/2025	n/a	Unity Trust Bank Savings	Transfer	£5,599.93	n/a
04/06/2025	MH395	IP17 Gather and Grow	Hall Hire	£80.00	1000
11/06/2025	MH398	JB Judo	Hall Hire	£194.50	1000
16/06/2025	MH399	Marion Walker	Hall Hire	£40.00	1000
16/06/2025	MH396	Marion Walker	Hall Hire	£40.00	1000
17/06/2025	MH405	Polly Kaz	Hall Hire	£15.00	1000
20/06/2025	MH408	Erin Saunders	Hall Hire	40.00	1000
25/06/2025	MH409	East Suffolk Line Charity Event	Hall Hire	60.00	1000
20/06/2025	MH397	Britten Pears Arts	Hall Hire	£90.00	1000
30/06/2025	MH406	Pigeon	Hall Hire	£90.00	1000
30/06/2025	MH412		Hall Hire	£75.00	1000

£6,324.43

Unity Trust Savings Payments/Transfers

Date	Invoice No	payer	Description	Amount	Code
09/06/2025	n/a	Unity Trust Bank Current	Transfer	£5,599.93	

Unity Trust Savings Receipts

Date	Invoice No	Payer	Description	Amount	Code
30/06/2025	n/a	Unity Trust Bank	Interest - Qtr 1	£43.27	1090
				£43.27	
			Balance Carried Forward - Unity Trust Bank Current	£1,613.73	
			Balance Carried Forward - Unity Trust Bank Current	£2,043.27	
				£3,657.00	

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - Unity Trust Bank Savings**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Savings	30/06/2025		2,043.27
			<u>2,043.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,043.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,043.27
		Balance per Cash Book is :-	2,043.27
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25**Councillor:**

Name Signed Date

Date: 02/07/2025

Market Hall

Page 1

Time: 12:19

User: 7430.L.HAMON

Bank Reconciliation up to 30/06/2025 for Cashbook No 2 - Unity Trust Bank Savings

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/06/2025	Transfer	5,599.93		5,599.93		R <input type="checkbox"/>	Unity Trust Bank Current
30/06/2025			43.27	43.27		R <input type="checkbox"/>	Receipt(s) Banked
		<u>5,599.93</u>	<u>43.27</u>				

Responsible Financial Officer:


Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25

Councillor:

Name Signed Date



Saxmundham Town Council
Market Hall
60-83-01 • 20508964

Gross interest rate	Balance	Available
2.25 % 	£ 2,043.27	£ 2,043.27

30 Jun 2025

01 Jun 2025 - 30 Jun 2025

↓ Date	Description	Paid in	Paid out	Balance
30/06/25	Credit Interest	43.27		2,043.27
09/06/25	Transfer to 20458593		-5,599.93	2,000.00

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 3 - Unity Trust Bank Multipay Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/06/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Responsible Financial Officer:Name SHARON SMITH Signed Sharon G Smith Date 02/07/25**Councillor:**

Name Signed Date

Date: 02/07/2025

Market Hall

Page 1

Time: 12:22

User: 7430.L.HAMON

Bank Reconciliation up to 30/06/2025 for Cashbook No 3 - Unity Trust Bank Multipay Card

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
10/06/2025	Match01	3.00		3.00		R <input checked="" type="checkbox"/>	Lloyds Bank
10/06/2025	Transfer		3.00	3.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>3.00</u>	<u>3.00</u>				

Responsible Financial Officer:

Name SHARON SMITH Signed Sharon G. Smith Date 02/07/25

Councillor:

Name Signed Date



MARKETHALL
THE TOWN HOUSE
STATION APPROACH
SUFFOLK
IP17 1BW

Lloyds Bank
Commercial Card Services
PO Box 6061
Milton Keynes
MK7 8LE

Tel: 0800 0964496

Website: www.commercialcards.co.uk/lloydsbank

Statement summary

Statement date: 27/05/2025

Card ending**** * 2124

Balance Summary

Balance carried forward	£0.00
Credits to your account	£0.00
Debits to your account	£3.00 DR
Statement Balance	£3.00 DR

Spending Since Your Last Statement

Date	Description	Foreign Exchange Details	Amount
27 May 25	MONTHLY FEE		3.00 DR

Market Hall Budget Versus Actual Income and Expenditure 2025-2026

Code	Item	Budget 2025-2026	Income and Expenditure to 30/06/25	Percentage to 30/06/25	Comments
	Income				
1000	Hall Hire	£ 11,000	£ 3,626	33%	
1020	Town Council Grant	£ -	£ -		
1021	Other Income	£ -	£ 50		
1090	Bank Interest	£ 200	£ 43		
	Transfer from General Reserve	£ 7,310	£ -		
		£ 18,510	£ 3,719		
	Expenditure				
4200	Cleaning	£ 4,200	£ 866	21%	
4200	Sanitary Disposal	£ 1,300	£ 1,285	99%	
4205	Utilities	£ 5,500	£ 967	18%	
4235	Bank Charges	£ 150	£ 40	27%	
4260	Broadband	£ 600	£ 135	23%	
4270	Insurance	£ 1,800	£ 2,149	119%	Underbudgeted by £349
4280	Consultancy	£ -	£ -		
4300	Refurbishment	£ -	£ -		
4310	General Materials	£ 500	£ 47	9%	
4320	General Maintenance	£ 3,000	£ 5,594	186%	New Fire Alarm System £5,005
4245	Equipment	£ -	£ -		
Un	Financial Software	£ 880	£ 1,567	178%	Underbudgeted by £687
4400	Marketing and Publicity	£ -	£ -		
4405	Website and Software	£ 200	£ 150	75%	
4240	Music Licence Fee	£ 200	-£ 180		
4240	Premises Licence Fee	£ 180		0%	
	Transfer to General Reserve	£ -			
		£ 18,510	£ 12,620		
	Total Income	£ 18,510	£ 3,719		
	Total Expenditure	£ 18,510	£ 12,620		
	Variance	£ -	-£ 8,901		

Market Hall - Approved Payments and Direct Debits - 2025-2026

Item	Supplier	Budget Amount	Frequency	Method
Stationery and general supplies - postage, office supplies, cleaning products, small office equipment, printing, minor maintenance materials	Viking, Waitrose, Tesco, Lesiton Press, Post Office, Fishers, ESPO, JT Pegg, Screwbolt and others as required	No item to be more than £500 - to be within budget	As required	
Servicing Fire Extinguishers/Emergency Lighting	Coastal Fire Ltd	£ 250.00	Annual	
Website Hosting and Support	Herringbone Design	£ 180.00	Annual	
Website Domain Name	Easyspace	£ 20.00	Annual	
Broadband	Red Dune	£ 150.00	Quarterly	
Premises Licence	East Suffolk Council	£ 180.00	Annual	
Music Licence	PPL/PRS	£ 200.00	Annual	
Insurance	Clear Councils	£ 1,800.00	Annual	
Cleaning	The Cleaning Company Suffolk	£ 350.00	Monthly	
Electricity	Smartest Energy	£ 265.00	Monthly	DD
Gas	Smartest Energy	£ 162.00	Monthly	DD
Water	Wave	£ 83.00	Monthly	DD
Bank Charges	Unity Trust Bank	£ 12.50	Monthly	DD
Financial Software	Rialtas Business Solutions	£ 850.00	Annual	
Legionella Testing	Cavendish Laboratories	£ 75.00	Annual	
Personnel Hygiene Service	PHS Group	£ 1,280.00	Annual	
Refuse Collection	East Suffolk Services Ltd	£ 143.00	Quarterly	

Market Hall Trust

Committee Meeting	Market Hall Trust
Meeting Date	7 July 2025
Item Number	10a
Report Title	Insurance Revaluation
Report Author	Sharon Smith

Purpose

This report is submitted to advise Trustees on the potential need to revalue the Market Hall for insurance purposes, to ensure adequate cover and minimise the risk of underinsurance.

Background

The Market Hall is currently insured on a sum insured basis of £2,095,206, with a declared full value of £1,746,005.

Recent experience with the Town House has highlighted the importance of regular and accurate valuations. The Town House was previously insured at £182,115; however, a professional revaluation carried out this year revised its value significantly upwards to £868,400. This demonstrated a substantial shortfall in declared value and highlighted the financial risk associated with underinsurance.

Risk of Underinsurance

Underinsurance occurs when the sum insured is less than the full rebuild or replacement cost of the property. In the event of a significant claim, this can lead to a reduced payout (known as the 'average clause' being applied), leaving the Trust with a potentially large financial shortfall.

Given current inflationary pressures on building materials and labour costs, many properties have seen notable increases in rebuild values. Ensuring the Market Hall is accurately valued and adequately insured is essential to protect the Trust's financial position and safeguard the long-term viability of the facility.

Recommendation

It is recommended that the Trustees commission a full professional insurance revaluation of the Market Hall as soon as practicable. This will:

- Provide an up-to-date rebuild value reflecting current market conditions
- Ensure that the sum insured is sufficient to cover full reinstatement in the event of major loss
- Reduce the risk of financial exposure due to underinsurance

Conclusion

Accurate and adequate insurance is a critical aspect of risk management for the Market Hall. Recent revaluation of the Town House has demonstrated the potential scale of underinsurance risk.

Trustees are asked to consider and approve commissioning a professional revaluation of the Market Hall for insurance purposes.