

SAXMUNDHAM TOWN COUNCIL - JUNE 2025

01/06/2025		Balance Brought Forward - Unity Trust Bank Current	£14,361.14
		Balance Brought Forward - Unity Trust Bank Savings	£40,000.00
		Balance Brought Forward - Cambridge Building Society	£85,000.00
		Balance Brought Forward - Public Sector Deposit Fund	<u>£110,000.00</u>
			£249,361.14

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority	
19/06/2025	n/a	Nest	Pensions - Month 3	£513.98	£0.00	£513.98	4000	Pre-Approved Payments List	£0.00
24/06/2025	n/a	Staff Salaries	Salaries - Month 3	£7,750.92	£0.00	£7,750.92	4000	Pre-Approved Payments List	
17/06/2025	n/a	EE	Mobile Phone - Month 3	£19.20	£0.00	£19.20	4260	Pre-Approved Payments List	£0.00
30/05/2025	n/a	The Cleaning Company	Cleaning - Month 2	£382.24	£63.71	£318.53	4200	Pre-Approved Payments List	£0.00
04/06/2025	n/a	Smartest Energy	Electricity - Month 2	£54.62	£2.60	£52.02	4205	Pre-Approved Payments List	£0.00
05/06/2025	n/a	Smartest Energy	Gas - Month 2	£44.22	£2.11	£42.11	4205	Pre-Approved Payments List	£0.00
13/06/2025	n/a	Everflow	Water - Month 3	£35.10	£0.00	£35.10	4205	Pre-Approved Payments List	£0.00
30/06/2025	n/a	Unity Trust Bank	Bank Charges - Month 3	£13.20	£0.00	£13.20	4235	Pre-Approved Payments List	£0.00
09/06/2025	n/a	Red Dune	IT Services - Month 2	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List	£0.00
17/06/2025	n/a	Red Dune	IT Services - Month 3	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List	£0.00
19/06/2025	16/25TC	Red Dune	Laptop Battery Replacement	£54.00	£9.00	£45.00	4265	Pre-Approved Payments List	
30/05/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 3	£258.33	£43.05	£215.28	4240	Pre-Approved Payments List	£0.00
22/05/2025	n/a	ABC Radio	Annual Meeting - PA	£175.00	£0.00	£175.00	4100	Pre-Approved Payments List	£0.00
26/05/2025	12/25TC	Violets	Annual Meeting - Refreshments	£135.00	£0.00	£135.00	4140	Pre-Approved Payments List	
26/05/2025	n/a	Leiston Press	Strategic Plan Booklets	£145.00	£0.00	£145.00	4400	Pre-Approved Payments List	£0.00
31/05/2025	21/25TC	Leiston Press	Sea Link and Empowering Nature Leaflets	£345.00	£0.00	£345.00	4400	Pre-Approved Payments List	£0.00
14/05/2025	n/a	HerringBone Design	Website Amendments	£60.00	£0.00	£60.00	4405	Pre-Approved Payments List	£0.00
31/05/2025	n/a	Design Folk	Website Hosting and Registration	£245.00	£0.00	£245.00	4405	Pre-Approved Payments List	£0.00
01/05/2025	n/a	J T Peggs	Green Team - Town House Planters	£24.00	£4.00	£20.00	4810	Pre-Approved Payments List	£0.00
01/05/2025	n/a	J T Peggs	Wildlife Walk - Boardwalk Materials	£179.13	£29.85	£149.28	4829	Amenities and Services Committee - 121/24AS	£0.00
13/05/2025	n/a	Saxmundham & District CIC	Room Hire	£30.00	£0.00	£30.00	4220	Pre-Approved Payments List	£0.00
17/06/2025	n/a	Saxmundham & District CIC	Room Hire	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List	£0.00
14/05/2025	n/a	Jarrold Training	Training - Town Clerk - Forefront Leadership	£2,220.00	£370.00	£1,850.00	4095	Pre-Approved Payments List	£0.00
14/05/2025	14/25TC	Viking	Stationery	£201.43	£33.57	£167.86	4265	Pre-Approved Payments List	£0.00
29/05/2025	n/a	Viking	Stationery	£74.78	£12.46	£62.32	4245	Pre-Approved Payments List	£0.00
05/06/2025	20/25TC	ESPO	Stationery	£33.60	£5.60	£28.00	4245	Pre-Approved Payments List	£0.00
16/04/2025	n/a	ESPO	Town House Supplies	£35.16	£5.86	£29.30	4265	Pre-Approved Payments List	£0.00
27/05/2025	n/a	Fishers	Town House Supplies	£42.37	£0.00	£42.37	4670	Pre-Approved Payments List	£0.00
20/06/2025	n/a	John E Wright	Modified Neighbourhood Plan - Design Code Booklet	£42.14	£7.02	£35.12	4705	Town Clerk and Town Council Chair	
18/06/2025	26/25TC	John E Wright	Modified Neighbourhood Plan - Booklets and Consultation Response Forms	£628.80	£104.80	£524.00	4705	Town Clerk and Town Council Chair	
18/06/2025	17/25TC	LF Geater & Sons Ltd	Hanging Baskets	<u>£1,536.00</u>	<u>£256.00</u>	<u>£1,280.00</u>	4830	Amenities and Services Committee - TBC	
				£16,113.42	£1,084.83	£15,028.59			

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority	
28/04/2025	n/a	East Suffolk Council	Temporary Event Notice	£21.00	£0.00	£21.00	4505	Events and Communications Committee - 05/25EC	
29/04/2025	n/a	Tesco	Kitchen Supplies	£4.70	£0.00	£4.70	4265	Pre-Approved Payments List	
01/05/2025	n/a	Tesco	Kitchen Supplies	£1.20	£0.00	£1.20	4265	Pre-Approved Payments List	
02/05/2025	n/a	Amazon	VE Day Supplies	£20.68	£2.08	£18.60	4505	Events and Communications Committee - 65/24EC	
10/05/2025	n/a	The Factory Shop	VE Day Supplies	£3.00	£0.00	£3.00	4505	Events and Communications Committee - 65/24EC	
13/05/2025	n/a	Post office Ltd	Stamps	£13.60	£0.00	£13.60	4245	Pre-Approved Payments List	
16/05/2025	n/a	Elementor Ltd	Website Tools	£36.98	£0.00	£36.98	4405	Pre-Approved Payments List	
16/05/2025	n/a	Ebay	Soap Dispensers	£23.96	£0.00	£23.96	4265	Pre-Approved Payments List	
17/05/2025	n/a	Ladybird Nurseries	Compost	£60.20	£0.00	£60.20	4810	Amenities and Services Committee - 48/24AS	
21/05/2025	n/a	Ebay	Paint Brushes	£13.47	£0.00	£13.47	4265	Pre-Approved Payments List	
21/05/2025	n/a	Ebay	Wood Preserve	£26.99	£0.00	£26.99	4265	Pre-Approved Payments List	
21/05/2025	n/a	Ebay	Decking Oil	£34.00	£0.00	£34.00	4265	Pre-Approved Payments List	
21/05/2025	15/25TC	Online Tank Store	110L Water Trolley	£402.00	£67.00	£335.00	4810	Pre-Approved Payments List	
24/05/2025	n/a	Ladybird Nurseries	Plants	£92.80	£0.00	£92.80	4810	Pre-Approved Payments List	
26/05/2025	n/a	Ebay	PAT Tester	£43.10	£0.00	£43.10	4265	Pre-Approved Payments List	
26/05/2025	n/a	Ebay	PAT Tester Lables	£10.99	£0.00	£10.99	4265	Pre-Approved Payments List	
27/05/2025	n/a	Lloyds Bank	Monthly Fee	<u>£3.00</u>	<u>£0.00</u>	<u>£3.00</u>	4235	Pre-Approved Payments List	
				£811.67	£69.08	£742.59			

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
17/06/2025	n/a	Unity Trust Bank Savings	Transfer	£10,000.00	

10/06/2025	TC19	Stall Holders	Monthly Market - May	£15.00	1100
17/06/2025	TC30	Stall Holders	Monthly Market -June	£15.00	1100
23/06/2025	TC31	Stall Holders	Monthly Market -June	£15.00	1100
18/06/2025	TC32	Stall Holders	Monthly Market -June	£15.00	1100
01/06/2025	TC26	Stall Holders	Weekly Market - June	£40.00	1100
03/06/2025	n/a	CCLA	Interest	£297.37	1090
25/06/2025	n/a	Sax Community Fest	Memorial Field Hire	£50.00	1110
				£10,447.37	

Receipts to Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
30/06/2025	n/a	Unity Trust Bank	Interest - Quarter 1	£112.35
				£112.35

Transfers from Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
17/06/2025	n/a	Unity Trust Bank Current	Transfer	£10,000.00
				£10,000.00

30/06/2025	Balance Carried Forward - Unity Trust Bank Current	£7,883.42
	Balance Carried Forward - Unity Trust Bank Savings	£30,112.35
	Balance Carried Forward - Cambridge Building Society	£85,000.00
	Balance Carried Forward - Public Sector Deposit Fund	£110,000.00
		£232,995.77