

SAXMUNDHAM TOWN COUNCIL - JULY 2025

01/07/2025

Balance Brought Forward - Unity Trust Bank Current	£7,883.42
Balance Brought Forward - Unity Trust Bank Savings	£30,112.35
Balance Brought Forward - Cambridge Building Society	£85,000.00
Balance Brought Forward - Public Sector Deposit Fund	<u>£110,000.00</u>
	<u>£232,995.77</u>

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
14/07/2025	n/a	HMRC	PAYE - Month 3	£2,124.32	£0.00	£2,124.32	4000	Pre-Approved Payments List
15/07/2025	n/a	Nest	Pensions - Month 4	£508.22	£0.00	£508.22	4000	Pre-Approved Payments List
24/07/2025	n/a	Staff Salaries	Salaries - Month 4	£7,684.70	£0.00	£7,684.70	4000	Pre-Approved Payments List
09/07/2025	n/a	EE	Mobile Phone - Month 4	£19.20	£0.00	£19.20	4260	Pre-Approved Payments List
30/06/2025	n/a	The Cleaning Company	Cleaning - Month 3	£302.51	£50.42	£252.09	4200	Pre-Approved Payments List
03/07/2025	n/a	Smartest Energy	Electricity - Month 3	£63.81	£3.04	£60.77	4205	Pre-Approved Payments List
03/07/2025	n/a	Smartest Energy	Gas - Month 3	£32.69	£1.56	£31.13	4205	Pre-Approved Payments List
13/07/2025	n/a	Everflow	Water - Month 4	£40.87	£0.00	£40.87	4205	Pre-Approved Payments List
31/07/2025	n/a	Unity Trust Bank	Bank Charges - Month 4	£12.30	£0.00	£12.30	4235	Pre-Approved Payments List
17/07/2025	n/a	Red Dune	IT Services - Month 4	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
01/07/2025	n/a	Red Dune	Broadband - Quarter 1	£162.00	£27.00	£135.00	4260	Pre-Approved Payments List
01/07/2025	n/a	Red Dune	Line Rental - Quarter 1	£32.09	£5.35	£26.74	4260	Pre-Approved Payments List
30/06/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 4	£129.51	£21.58	£107.93	4240	Pre-Approved Payments List
22/06/2025	n/a	Grenke	Photocopier Lease - Quarter 2	£298.51	£49.75	£248.76	4240	Pre-Approved Payments List
24/06/2025	n/a	Herringbone Design	Website Amendments	£240.00	£0.00	£240.00	4405	Pre-Approved Payments List
19/05/2025	MH403	Market Hall	Hall Hire - Month 3	£40.00	£0.00	£40.00	4220	Pre-Approval Payments List
30/06/2025	MH428	Market Hall	Hall Hire - Month 4	£40.00	£0.00	£40.00	4220	Pre-Approval Payments List
29/05/2025	MH401	Market Hall	Hall Hire - Annual Town Meeting	£40.00	£0.00	£40.00	4220	Pre-Approval Payments List
30/06/2025	MH420	Market Hall	Hall Hire - Strategic Plan Review	£15.00	£0.00	£15.00	4220	Pre-Approval Payments List
28/04/2025	MH391	Market Hall	Hall Hire - Biodiversity Group	£20.00	£0.00	£20.00	4810	Pre-Approval Payments List
30/06/2002	MH420	Market Hall	Neighbourhood Plan - Hall Hire	£105.00	£0.00	£105.00	4705	Pre-Approval Payments List
08/07/2025	22/25TC	Saxmundham & District CIC	Neighbourhood Plan - Hall Hire	£48.00	£0.00	£48.00	4220	Pre-Approval Payments List
27/06/2025	n/a	Leiston Press	Neighbourhood Plan - Leaflets and Banner	£128.00	£12.00	£116.00	4705	Town Clerk and Town Council Chair
30/06/2025	30/25TC	Rachel Leggett	Neighbourhood Plan - Consultancy	£1,050.00	£0.00	£1,050.00	4705	Town Clerk and Town Council Chair
01/07/2025	30/25TC	Compass Point	Neighbourhood Plan - Consultancy	£682.80	£0.00	£682.80	4705	Town Clerk and Town Council Chair
02/07/2025	n/a	Robert Ross	Training - Return Train Fare to Stowmarket	£21.40	£0.00	£21.40	4095	Pre-Approved Payments List
16/07/2025	32/25TC	Norfolk Parish Training and Support	Training - Town Clerk - Data Protection	£78.00	£13.00	£65.00	4095	Pre-Approval Payments List
14/07/2025	n/a	Saxmundham Scout Group	Youth Booth - Electricity Contribution - Jan to July 2025	£482.28	£22.96	£459.32	4205	Pre-Approved Payments List
08/07/2025	31/25TC	Viking	Stationery	£106.63	£17.77	£83.91	4265	Pre-Approved Payments List
14/07/2025	n/a	East Suffolk Services	Refuse Collection - Quarter 2	£179.41	£29.90	£149.51	4210	Pre-Approved Payments List
21/07/2025	n/a	Market Hall	VAT Recovery - Quarter 1	£1,938.81	£0.00	£1,938.81	106	n/a
21/07/2025	n/a	Gannon Institute	VAT Recovery - Quarter 1	£90.07	£0.00	£90.07	106	n/a
17/07/2025	340/24TC	Pulhams & Co	Legal - Scout Hut Lease	£900.00	£150.00	£750.00	4615	Resources Committee - TBC
23/07/2025	38/25TC	Leiston Press	Community Consultation - Allotments Leaflets	£62.00	£0.00	£62.00	4400	Pre-Approved Payments List
21/07/2025	41/25TC	Lisa Hamon	ESC Planning Forum - Mileage	£11.70	£0.00	£11.70	4095	Pre-Approved Payments List
08/07/2025	85A/24TC	Amy Rayner	Plants	£35.44	£0.00	£35.44	4670	Amenities and Services Committee - 48/24AS
21/07/2025	42/25TC	Geraldine Barker	Viking Link Visit - Mileage	£99.90	£0.00	£99.90	4105	Pre-Approved Payments List
				<u>£18,230.77</u>	<u>£471.93</u>	<u>£17,753.89</u>		

-£4.95

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
27/05/2025	n/a	Waitrose	Kitchen Supplies	£4.40	£0.00	£4.40	4265	Pre-Approved Payments List
29/05/2025	n/a	Tesco	Kitchen Supplies	£9.30	£0.00	£9.30	4265	Pre-Approved Payments List
03/06/2025	23/25TC	Ebay	Gazebo Weights	£18.98	£0.00	£18.98	4265	Pre-Approved Payments List
09/06/2025	n/a	Blinds Direct	Office Blinds	£74.69	£0.00	£74.69	4265	Pre-Approved Payments List
12/06/2025	n/a	BT	Anti-Virus and Broadband	£20.38	£3.40	£16.98	4260	Pre-Approved Payments List
14/06/2025	n/a	Ebay	Office Supplies	£7.50	£0.00	£7.50	4265	Pre-Approved Payments List
16/06/2025	n/a	BT	Late Payment Charge	£48.02	£1.34	£46.68	4260	Pre-Approved Payments List
16/06/2025	n/a	Tesco	Kitchen Supplies	£4.00	£0.00	£4.00	4265	Pre-Approved Payments List
22/06/2025	n/a	Amazon	Office Supplies	£6.79	£0.00	£6.79	4265	Pre-Approved Payments List
26/06/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				<u>£197.06</u>	<u>£4.74</u>	<u>£192.32</u>		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
21/07/2025	n/a	Unity Trust Bank Savings	Transfer	£15,112.35	n/a
01/06/2025	TC25	Stall Holders	Weekly Market - June	£30.00	1100
01/07/2025	TC36	Stall Holders	Weekly Market - July	£30.00	1100
01/07/2025	TC37	Stall Holders	Weekly Market - July	£40.00	1100
10/05/2025	TC18	Stall Holders	Monthly Market - May	£15.00	1100
14/06/2025	TC29	Stall Holders	Monthly Market - June	£15.00	1100
12/07/2025	TC39	Stall Holders	Monthly Market - July	£15.00	1100
12/07/2025	TC40	Stall Holders	Monthly Market - July	£15.00	1100
12/07/2025	TC41	Stall Holders	Monthly Market - July	£15.00	1100
12/07/2025	TC42	Stall Holders	Monthly Market - July	£15.00	1100
20/05/2025	TC23	Gannon Institute	Cleaning - Month 1	£49.50	1105
30/05/2025	TC33	Gannon Institute	Cleaning - Month 2	£63.25	1105
27/05/2025	TC24	Footstars CIC	Memorial Field Hire	£20.00	1110
21/07/2025	n/a	HMRC	VAT Recovery - Quarter 1	£4,887.18	105
02/07/2025	n/a	CCLA	Interest	£12.89	1090
02/07/2025	n/a	CCLA	Interest	£373.71	1090
25/07/2025	n/a	East Suffolk Council	Grant - Destination Website	£3,000.00	1305
				£23,708.88	

Transfers from Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
	n/a	Unity Trust Bank Current	Transfer	£15,112.35
				£15,112.35
31/07/2025				
Balance Carried Forward - Unity Trust Bank Current				£13,164.47
Balance Carried Forward - Unity Trust Bank Savings				£15,000.00
Balance Carried Forward - Cambridge Building Society				£85,000.00
Balance Carried Forward - Public Sector Deposit Fund				£110,000.00
				£223,164.47