

SAXMUNDHAM TOWN COUNCIL - DECEMBER 2025

01/12/2025

Balance Brought Forward - Unity Trust Bank Current	£2,111.22
Balance Brought Forward - Unity Trust Bank Savings	£85,054.69
Balance Brought Forward - Cambridge Building Society	£20,000.00
Balance Brought Forward - Public Sector Deposit Fund	£150,000.00
	<u>£257,165.91</u>

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
05/12/2025	n/a	HMRC	PAYE - Month 8	£2,208.84	£0.00	£2,208.84	4000	Pre-Approved Payments List
24/12/2025	n/a	Nest	Pensions - Month 9	£549.41	£0.00	£549.41	4000	Pre-Approved Payments List
24/12/2025	n/a	Staff Salaries	Salaries - Month 9	£8,002.76	£0.00	£8,002.76	4000	Pre-Approved Payments List
09/12/2025	n/a	EE	Mobile Phone - Month 9	£19.20	£0.00	£19.20	4260	Pre-Approved Payments List
28/11/2025	n/a	The Cleaning Company	Cleaning - Month 8	£291.16	£48.53	£242.63	4200	Pre-Approved Payments List
03/12/2025	n/a	Smartest Energy	Electricity - Month 8	£82.74	£3.94	£78.80	4205	Pre-Approved Payments List
03/12/2025	n/a	Smartest Energy	Gas - Month 8	£137.80	£6.56	£131.24	4205	Pre-Approved Payments List
11/12/2025	n/a	Everflow	Water - Month 9	£31.04	£0.00	£31.04	4205	Pre-Approved Payments List
31/12/2025	n/a	Unity Trust Bank	Bank Charges - Month 9	£12.90	£0.00	£12.90	4235	Pre-Approved Payments List
31/12/2025	n/a	Unity Trust Bank	Cheque Charges	£0.60	£0.00	£0.60	4235	Pre-Approved Payments List
28/11/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 9	£124.52	£20.75	£103.77	4240	Pre-Approved Payments List
14/11/2025	74/25TC	Suffolk Digital Print & Design	Christmas Fayre - Promotion	£352.80	£58.80	£294.00	4505	Civic and Community Committee - 15/25CC
27/11/2025	n/a	Lisa Hamon	Christmas Fayre - Tree Decorations	£11.76	£1.96	£9.80	4505	Pre-Approved Payments List
02/12/2025	n/a	Sharon Smith	Christmas Fayre - General Supplies	£30.53	£5.09	£25.44	4505	Pre-Approved Payments List
06/12/2025	66/25TC	ABC Radio	Christmas Fayre - Compere	£350.00	£0.00	£350.00	4505	Civic and Community Committee - 15/25CC
16/12/2025	68/25TC	Royal British Legion Band	Christmas Fayre - Entertainment	£300.00	£0.00	£300.00	4505	Civic and Community Committee - 15/25CC
06/12/2025	n/a	Harris Handyman Services	Christmas Fayre - Contracted Help	£40.00	£0.00	£40.00	4505	Civic and Community Committee - 15/25CC
15/12/2025	72/25TC	Santa's Grotto - Elf 1	Christmas Fayre - Contracted Help	£42.50	£0.00	£42.50	4505	Civic and Community Committee - 15/25CC
15/12/2025	72/25TC	Santa's Grotto - Elf 2	Christmas Fayre - Contracted Help	£42.50	£0.00	£42.50	4505	Civic and Community Committee - 15/25CC
15/12/2025	72/25TC	Santa's Grotto - Elf 3	Christmas Fayre - Contracted Help	£52.50	£0.00	£52.50	4505	Civic and Community Committee - 15/25CC
22/12/2025	72/25TC	Santa's Grotto - Responsible Adult	Christmas Fayre - Contracted Help	£60.00	£0.00	£60.00	4505	Civic and Community Committee - 15/25CC
16/12/2025	108/25TC	Market Hall	Christmas Fayre - Santa's Grotto Costumes	£68.97	£11.49	£57.48	4505	Civic and Community Committee - 15/25CC
09/12/2025	107/25TC	Nick Jackson	Christmas Fayre - Santa's Grotto Decoration	£593.80	£0.00	£593.80	4505	Civic and Community Committee - 15/25CC
12/12/2025	n/a	Sharon Smith	Christmas Fayre - General Supplies	£12.00	£0.00	£12.00	4505	Civic and Community Committee - 15/25CC
16/12/2025	n/a	Sharon Smith	Christmas Fayre - General Supplies	£19.98	£3.34	£16.64	4505	Civic and Community Committee - 15/25CC
10/12/2025	n/a	Lisa Hamon	Christmas Fayre - General Supplies	£17.70	£0.00	£17.70	4505	Civic and Community Committee - 15/25CC
11/12/2025	n/a	Jess Palmer	Christmas Fayre - General Supplies	£3.99	£0.67	£3.32	4505	Civic and Community Committee - 15/25CC
11/12/2025	n/a	Jess Palmer	Christmas Fayre - Decorations	£259.89	£0.00	£259.89	4505	Civic and Community Committee - 15/25CC
16/12/2025	73/25TC	George Farnham Gallery	Christmas Fayre - Electricity	£30.00	£0.00	£30.00	4505	Civic and Community Committee - 15/25CC
16/12/2025	n/a	Sharon Smith	Stationery	£13.99	£2.33	£11.66	4245	Pre-Approved Payments List
28/11/2025	113/25TC	The Saxmundham and District CIC	Hall Hire - Market Hall Redevelopment	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List
24/11/2025	93/25TC	MessageMaker	Speed Indicator Device	£3,435.00	£572.50	£2,862.50	4824	Amenities and Services Committee - 4/25AS
25/11/2025	106/25TC	Red Dune	Councillor Tablets x 3	£516.89	£86.15	£430.74	4255	Town Council - 65/27TC
30/11/2025	n/a	JT Peggs and Sons	General Supplies	£25.50	£4.25	£21.25	4650	Pre-Approved Payments List
17/12/2025	95/25TC	Gannon Institute	Contingency Fund Transfer - Thermal Efficiency	£2,898.00	£0.00	£2,898.00	4500	Resources Committee - 73/25RC
17/12/2025	n/a	Market Hall	Canva - Annual Subscription	£100.00	£0.00	£100.00	4250	Pre-Approved Payments List
08/12/2025	n/a	Amy Rayner	Green Team - Plants	£7.60	£0.00	£7.60	4810	Pre-Approved Payments List
30/11/2025	44/25TC	JT Peggs and Sons	Green Team - Mulch	£661.28	£110.21	£551.07	4810	Pre-Approved Payments List
17/12/2025	n/a	Market Hall	Green Team - Thank You Gifts	£191.56	£0.00	£191.56	4810	Pre-Approved Payments List
09/12/2025	88/25TC	Social Bar	Green Team - Thank You Event	£91.70	£7.81	£83.89	4810	Pre-Approved Payments List
				<u>£21,715.41</u>	<u>£944.38</u>	<u>£20,771.03</u>		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
10/12/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
				<u>£3.00</u>	<u>£0.00</u>	<u>£3.00</u>		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
22/12/2025	TC70	Gannon Institute Trust	Cleaning Reimbursement - Month 7	£63.25	4200
22/12/2025	TC96	Gannon Institute Trust	Cleaning Reimbursement - Month 8	£50.60	4200
12/12/2025	TC76	Stall Holder	Weekly Market - November	£30.00	1100
08/12/2025	TC77	Stall Holder	Weekly Market - November	£40.00	1100
01/12/2025	TC82	Stall Holder	Christmas Fayre	£30.00	1100
01/12/2025	TC83	Stall Holder	Christmas Fayre	£20.00	1100
12/12/2025	TC84	Stall Holder	Christmas Fayre	£20.00	1100
02/12/2025	TC87	Stall Holder	Christmas Fayre	£90.00	1100
01/12/2025	TC89	Stall Holder	Christmas Fayre	£30.00	1100
05/12/2025	TC90	Stall Holder	Christmas Fayre	£30.00	1100
04/12/2025	TC93	Stall Holder	Christmas Fayre	£30.00	1100
09/12/2025	TC98	Stall Holder	Christmas Fayre	£30.00	1100
17/12/2025	TC99	Stall Holder	Christmas Fayre	£30.00	1100
12/12/2025	n/a	Eventbrite	Christmas Fayre - Santa's Grotto Ticket Sales	£161.82	1100
29/12/2025	n/a	Jess Palmer	Christmas Fayre - Santa's Grotto Donation	£5.00	1305
09/12/2025	n/a	Northumbrian Water	Non Intrusive Site Survey Licence Fee	£250.00	1110
02/12/2025	n/a	CCLA	Interest	£490.80	1090
09/12/2025	n/a	Unity Trust Savings	Transfer	£20,000.00	n/a
21/12/2025	n/a	Unity Trust Savings	Transfer	£10,054.69	n/a
29/12/2025	n/a	Unity Trust Bank	Transfer from Unity Trust Bank Savings	£35,000.00	n/a
				£66,456.16	

Transfers from Unity Trust Savings

Received	Invoice No	Payee	Description	Amount
09/12/2025	n/a	Unity Trust Savings	Transfer	£20,000.00
21/12/2025	n/a	Unity Trust Savings	Transfer	£10,054.69
29/12/2025	n/a	Unity Trust Savings	Transfer	£35,000.00
				£65,054.69
		31/12/2025	Balance Carried Forward - Unity Trust Bank Current	£46,848.97
			Balance Carried Forward - Unity Trust Bank Savings	£20,000.00
			Balance Carried Forward - Cambridge Building Society	£20,000.00
			Balance Carried Forward - Public Sector Deposit Fund	£150,000.00
				£236,848.97

Town Council Budget Versus Actual Income and Expenditure 2025-2026

Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 31/12/25	Committed 31/12/25	Actual Plus Committed 31/12/25	Actual Plus Committed Percentage	Forecast Income and Expenditure to 31/03/26	Forecast Total to 31/03/26	Forecast Percentage to 31/03/26	Forecast Surplus/Deficit
			INCOME									
			RESOURCES COMMITTEE									
1	100	1076	Precept	£ 278,037	£ 278,037	£ -	£ 278,037	100%	£ -	£ 278,037	100%	
4	103	1090	Bank Interest	£ 4,000	£ 3,347	£ -	£ 3,347	84%	£ 2,600	£ 5,947	149%	£ 1,947
			Total	£ 282,037	£ 281,384	£ -	£ 281,384		£ 2,600	£ 283,984		
			CIVIC AND COMMUNITY COMMITTEE									
6	105	1100	Market Stallage/Christmas Event	£ 1,800	£ 2,302	£ -	£ 2,302	128%	£ -	£ 2,302	128%	£ 502
			Total	£ 1,800	£ 2,302	£ -	£ 2,302		£ -	£ 2,302		
			AMENITIES AND SERVICES COMMITTEE									
7	107	1110	Land Rental	£ 603	£ 901	£ 2	£ 903	150%	£ -	£ 903	150%	£ 300
			Total	£ 603	£ 901	£ 2	£ 903		£ -	£ 903		
			TOTAL INCOME	£ 284,440	£ 284,587	£ 2	£ 284,589		£ 5,200	£ 287,189		£ 2,749
			EXPENDITURE									
			STAFFING COMMITTEE									
9	120	4000	Salaries	£ 125,683	£ 93,807	£ 33,023	£ 121,830	97%	£ -	£ 121,830	97%	£ 3,853
10	120	4050	Staff Expenses	£ -	£ 39	£ -	£ 39		£ -	£ 39		£ 39
11	120	4055	Payroll Service	£ 350	£ 186	£ 186	£ 372	106%	£ -	£ 372	106%	£ 22
12	120	4060	Recruitment	£ 100	£ -	£ -	£ -	0%	£ -	£ -	0%	£ 100
13	120	4095	Staff Training and Development	£ 2,500	£ 2,901	£ 252	£ 3,153	126%	£ 495	£ 3,648	146%	£ 1,148
14	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ -	£ 1,454	485%	£ -	£ 1,454	485%	£ 1,154
			Total	£ 128,933	£ 98,387	£ 33,461	£ 126,848		£ 495	£ 127,343		
			RESOURCES COMMITTEE									
15	140	4105	Councillor Expenses	£ 50	£ 146	£ -	£ 146	292%	£ -	£ 146	292%	£ 96
16	140	4275	Elections Contingency	£ 1,000	£ 1,000	£ -	£ 1,000	100%	£ -	£ 1,000	100%	£ -
17	160	4200	Town House Cleaning	£ 3,000	£ 1,926	£ 728	£ 2,654	88%	£ -	£ 2,654	88%	£ 346
18	160	4205	Town House/Youth Booth Utilities	£ 3,200	£ 1,969	£ -	£ 1,969	62%	£ 1,000	£ 2,969	93%	£ 231
19	160	4210	Town House Refuse Collection	£ 1,250	£ 1,268	£ 150	£ 1,418	113%	£ -	£ 1,418	113%	£ 168
20	160	4220	Meeting Room Hire	£ 600	£ 825	£ -	£ 825	138%	£ 48	£ 873	146%	£ 273
21	160	4228	Financial Software	£ 3,500	£ 3,261	£ 1,898	£ 1,363	39%	£ -	£ 1,363	39%	£ 2,137
22	160	4230	Internal and External Audit	£ 1,250	£ 1,154	£ -	£ 1,154	92%	£ -	£ 1,154	92%	£ 96
23	160	4235	Bank Charges	£ 153	£ 149	£ -	£ 149	97%	£ 45	£ 194	127%	£ 41
24	160	4240	Photocopier Lease and Toner	£ 2,000	£ 1,482	£ 249	£ 1,731	87%	£ 375	£ 2,106	105%	£ 106
25	160	4245	Stationery	£ 1,300	£ 444	£ -	£ 444	34%	£ 150	£ 594	46%	£ 706
26	160	4250	Subscriptions	£ 1,800	£ 2,047	£ 7	£ 2,054	114%	£ -	£ 2,054	114%	£ 254
27	160	4255	IT Support	£ 4,050	£ 4,030	£ 1,370	£ 5,400	133%	£ -	£ 5,400	133%	£ 1,350
28	160	4260	Telephone and Broadband	£ 1,000	£ 680	£ 225	£ 905	91%	£ -	£ 905	91%	£ 95
29	160	4265	Town House Equipment and Supplies	£ 1,000	£ 1,289	£ -	£ 1,289	129%	£ -	£ 1,289	129%	£ 289
30	160	4270	Insurance	£ 1,800	£ 4,953	£ 2,822	£ 2,131	118%	£ -	£ 2,131	118%	£ 331
31	310	4615	Legal Consultancy	£ 1,000	£ 750	£ -	£ 750	75%	£ -	£ 750	75%	£ 250
32	310	4705	Project Consultancy	£ 6,000	£ 5,803	£ -	£ 5,803	97%	£ -	£ 5,803	97%	£ 197
33	170	4300	Town House - PWLB Repayment	£ 10,700	£ 10,689	£ -	£ 10,689	100%	£ -	£ 10,689	100%	£ 11
34	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ 1,465	£ 1,438	£ 2,903	100%	£ -	£ 2,903	100%	£ 0
			Total	£ 47,556	£ 45,330	£ 554	£ 44,776		£ 1,618	£ 46,394		
			CIVIC AND COMMUNITY COMMITTEE									
35	200	4400	Newsletter and Publicity	£ 1,500	£ 1,055	£ -	£ 1,055	70%	£ -	£ 1,055	70%	£ 445
36	200	4405	Website Support and Development	£ 4,000	£ 4,563	£ 1,275	£ 5,838	146%	£ -	£ 5,838	146%	£ 1,838
37	140	4100	Chairs Civic Allowance	£ 400	£ 310	£ -	£ 310	78%	£ 90	£ 400	100%	£ -
38	200	4825	Markets Support	£ 500	£ 289	£ -	£ 289	58%	£ 211	£ 500	100%	£ -
39	300	4555	Community Grants	£ 34,500	£ 26,300	£ -	£ 26,300	76%	£ 8,200	£ 34,500	100%	£ -
40	320	4505	Events	£ 10,000	£ 5,889	£ 1,263	£ 7,152	72%	£ 2,848	£ 10,000	100%	£ 0
41	320	4560	Christmas Lights and Trees	£ 6,700	£ -	£ 6,630	£ 6,630	99%	£ -	£ 6,630	99%	£ 70
			Total	£ 57,600	£ 38,406	£ 9,168	£ 47,574		£ 11,349	£ 58,923		
			AMENITIES AND SERVICES COMMITTEE									
42	600	4670	Town House Building Maintenance	£ 250	£ 1,323	£ 620	£ 1,943	777%	£ -	£ 1,943	777%	£ 1,693
43	160	4285	Town House Health and Safety	£ 1,100	£ 1,077	£ -	£ 1,077	98%	£ -	£ 1,077	98%	£ 23
			Total	£ 1,350	£ 2,400	£ 620	£ 3,020		£ -	£ 3,020		
			AMENITIES AND SERVICES COMMITTEE									
44	500	4829	Memorial Field	£ 6,000	£ 2,045	£ 1,077	£ 3,122	52%	£ -	£ 3,122	52%	£ 2,878
45	500	4830	Street Furniture	£ 3,000	£ 2,127	£ 903	£ 3,030	101%	£ -	£ 3,030	101%	£ 30
46	500	4810	Green Team Activities	£ 3,000	£ 1,857	£ 122	£ 1,979	66%	£ 150	£ 2,129	71%	£ 871
47	500	4815	Grounds Maintenance	£ 3,300	£ 1,489	£ 1,811	£ 3,300	100%	£ -	£ 3,300	100%	£ -

TOWN COUNCIL BUDGET 2026-2027					
Line Number	Cost Centre	Nominal Code	Item	Budget	
			Band D Property Per Annum	£ 181.65	
			Increase Compared To Current Year	£ 16.51	
			Band D Property Per Week	£ 3.49	
			INCOME		
			RESOURCES COMMITTEE		
1	100	1076	Precept	£ 304,121	
2	103	1090	Bank Interest	£ 6,000	
			Total	£ 310,121	
			CIVIC AND COMMUNITY COMMITTEE		
3	105	1100	Market Stallage Fees	£ 2,000	
			Total	£ 2,000	
			AMENITIES AND SERVICES COMMITTEE		
4	107	1110	Land Rental	£ 660	
			Total	£ 660	
			TOTAL INCOME	£ 312,781	
			EXPENDITURE		
			STAFFING COMMITTEE		
5	120	4000	Salaries	£ 151,375	
6	120	4050	Staff Expenses	£ 100	
7	120	4055	Payroll Service	£ 448	
8	120	4060	Recruitment	£ 100	
9	120	4095	Staff Training and Development	£ 1,500	
10	140	4120	Councillor Training and Development	£ 315	
			Total	£ 153,838	
			RESOURCES COMMITTEE		
11	140	4105	Councillor Expenses	£ 200	
12	140	4275	Elections Contingency	£ 1,000	
13	160	4200	Town House Cleaning	£ 3,500	
14	160	4205	Town House Utilities	£ 2,800	
15	160	4210	Town House Refuse Collection	£ 1,500	
16	160	4220	Meeting Room Hire	£ 850	
17	160	4228	Financial Software	£ 4,500	
18	160	4230	Internal and External Audit	£ 1,200	
19	160	4235	Bank Charges	£ 250	
20	160	4240	Photocopier Toner	£ 1,500	
	160	4240	Photocopier Lease	£ 1,000	

21	160	4245	Stationery	£	700		
22	160	4250	Subscriptions	£	2,300		
23	160	4255	IT Services	£	4,200		
24	160	4255	Video Conferencing Equipment	£	3,500		
25	160	4255	IT Equipment	£	1,000		
26	160	4260	Telephone and Broadband	£	950		
27	160	4265	Town House Equipment and Supplies	£	1,000		
28	160	4270	Insurance	£	2,500		
29	310	4615	Legal Consultancy	£	1,250		
30	310	4705	Project Consultancy	£	5,000		
31	170	4406	Gannon Institute - PWLB Repayment	£	2,793		
			Total	£	43,493		
			CIVIC AND COMMUNITY COMMITTEE				
32	200	4400	Communication and Branding	£	1,500		
33	200	4405	Website Support	£	1,000		
34	140	4100	Chairs Civic Allowance	£	500		
35	200	4825	Markets Support	£	500		
36	300	4555	Community Grants	£	34,500		
37	500	4830	Family Trail Update	£	500		
38	320	4505	Events	£	10,000		
39	320	4560	Christmas Trees and Lights	£	6,650		
			Total	£	55,150		
			AMENITIES AND SERVICES COMMITTEE				
40	600	4670	Town House Maintenance	£	2,000		
41	160	4285	Health and Safety	£	3,300		
42	500	4829	Memorial Field	£	6,000		
43	500	4830	Street Furniture including Hanging Baskets	£	5,000		
44	500	4810	Green Team Activities	£	3,000		
45	500	4815	Grounds Maintenance	£	4,500		
46	500	4821	Tree Survey and Maintenance	£	2,000		
47	600	4650	General Town Maintenance	£	500		
48	600	4675	Youth Booth Maintenance	£	600		
50	500	4820	Play Equipment Inspection and Maintenance	£	4,000		
50	500	4827	Saxon Road Allotment Garden	£	5,000		
51	500	4830	Chapel Road Bench and Planters	£	2,400		
52	500	4828	Town House Rainwater Harvesting	£	2,000		
			Total	£	40,300		
			CHARITABLE TRUSTS				
53	300	4500	Market Hall Contingency	£	15,000		
54	300	4501	Gannon Institute Contingency	£	5,000		
				£	20,000		
			TOTAL EXPENDITURE	£	312,781		
			TOTAL INCOME	£	312,781		
			TOTAL EXPENDITURE	£	312,781		
			VARIANCE	£	-		