

SAXMUNDHAM TOWN COUNCIL - JANUARY 2026

01/01/2026

Balance Brought Forward - Unity Trust Bank Current	£46,848.97
Balance Brought Forward - Unity Trust Bank Savings	£20,299.49
Balance Brought Forward - Cambridge Building Society	£20,000.00
Balance Brought Forward - Public Sector Deposit Fund	£150,000.00
	£237,148.46

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
05/01/2026 n/a	HMRC		PAYE - Month 9	£2,408.84	£0.00	£2,408.84	4000	Pre-Approved Payments List
24/01/2026 n/a	Nest		Pensions - Month 10	£506.72	£0.00	£506.73	4000	Pre-Approved Payments List
24/01/2026 n/a	Staff Salaries		Salaries - Month 10	£7,668.22	£0.00	£7,668.22	4000	Pre-Approved Payments List
10/01/2026 n/a	EE		Mobile Phone - Month 10	£19.20	£3.20	£16.00	4260	Pre-Approved Payments List
29/12/2025 n/a	The Cleaning Company		Cleaning - Month 9	£229.75	£38.29	£191.46	4200	Pre-Approved Payments List
05/01/2026 n/a	Smartest Energy		Electricity - Month 9	£58.60	£2.79	£55.81	4205	Pre-Approved Payments List
05/01/2026 n/a	Smartest Energy		Gas - Month 9	£161.75	£7.70	£154.05	4205	Pre-Approved Payments List
13/01/2026 n/a	Everflow		Water - Month 10	£8.52	£0.00	£8.52	4205	Pre-Approved Payments List
05/01/2026 n/a	Wave		Water - Recreation Ground	£2.68	£0.00	£2.68	4205	Pre-Approved Payments List
31/01/2026 n/a	Unity Trust Bank		Bank Charges - Month 10	£14.10	£0.00	£14.10	4235	Pre-Approved Payments List
17/12/2025 n/a	Red Dune		IT Services - Month 9	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
01/01/2026 n/a	Red Dune		Broadband - Quarter 3	£162.00	£27.00	£135.00	4260	Pre-Approved Payments List
01/01/2026 n/a	Red Dune		Line Rental - Quarter 3	£37.09	£6.18	£30.91	4260	Pre-Approved Payments List
24/12/2025 n/a	OfficeFlow		Photocopier Service Charge - Month 10	£109.07	£18.18	£90.89	4240	Pre-Approved Payments List
01/01/2025 59/25TC	East Suffolk Services		Refuse Collection - Quarter 4	£179.41	£29.90	£149.51	4210	Pre-Approved Payments List
19/12/2025 61/25TC	Grenke		Photocopier Lease - Quarter 4	£298.51	£49.75	£248.76	4240	Pre-Approved Payments List
08/12/2025 50/25TC	Target Animations		Christmas Lights	£7,320.00	£1,220.00	£6,100.00	4560	Pre-Approved Payments List
19/12/2025 64/25TC	Palmers Fencing		Christmas Fayre - Traffic Management	£1,536.00	£256.00	£1,280.00	4505	Civic and Community Committee - 15/25CC
19/12/2025 91/25TC	Ingham Pinnock Associates		Market Hall Feasibility Study (50%)	£3,600.00	£600.00	£3,000.00	4705/EMR 333	Town Council - 77/25TC
20/01/2026 n/a	Market Hall		Stationery	£9.98	£1.66	£8.32	4245	Pre-Approved Payments List
20/01/2026 n/a	Market Hall		Councillor Tablet Covers x 3	£21.57	£3.60	£17.97	4255	Pre-Approved Payments List
20/01/2026 n/a	Market Hall		Green Team - Tools	£121.52	£0.00	£121.52	4810	Pre-Approved Payments List
20/01/2026 n/a	Market Hall		General Supplies	£122.21	£20.37	£101.84	4265	Pre-Approved Payments List
20/01/2026 n/a	Market Hall		General Supplies	£3.02	£0.50	£2.52	4265	Pre-Approved Payments List
20/01/2026 n/a	Market Hall		Christmas Fayre - Street Decorations	£47.59	£7.90	£39.66	4505	Civic and Community Committee - 15/25CC
20/01/2026 n/a	Market Hall		Christmas Fayre - Santa's Grotto Presents	£16.24	£2.71	£13.53	4505	Civic and Community Committee - 15/25CC
19/01/2026 94/25TC	Rookery Farm		Christmas Fayre - Trees	£636.00	£106.00	£530.00	4505	Amenities and Services Committee - 47/25AS
13/01/2026 n/a	SL Plumbing and Heating		Town House Maintenance	£113.00	£0.00	£113.00	4670	Pre-Approved Payments List
12/01/2026 n/a	Viking		Stationery	£107.94	£18.00	£89.94	4245	Pre-Approved Payments List
06/01/2026 n/a	Viking		Stationery	£29.32	£4.89	£24.43	4245	Pre-Approved Payments List
12/01/2026 n/a	ESPO		General Supplies	£41.88	£6.98	£34.90	4265	Pre-Approved Payments List
01/01/2026 n/a	Fishers		General Supplies	£72.99	£0.00	£72.99	4265	Pre-Approved Payments List
11/01/2026 n/a	Aubergine		Annual Town Council Website Domain	£120.00	£20.00	£100.00	4405	Pre-Approved Payments List
30/11/2025 n/a	WorkNest		HR Support	£275.40	£45.90	£229.50	4705	Staffing Committee - 24/25SC
16/01/2026 n/a	Gipping Occupational Health Ltd		Management Referral	£324.00	£54.00	£270.00	4705	Staffing Committee - 35/25SC
16/01/2025 n/a	Breakthrough Communications		Data Protection Training - All Staff/Councillors	£594.00	£99.00	£495.00	4095	Resources Committee - 84/25TC
19/01/2026 n/a	The Saxmundham and District CIC		Hall Hire	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
13/05/2025 n/a	The Saxmundham and District CIC		Hall Hire	£30.00	£0.00	£30.00	4220	Pre-Approved Payments List
23/09/2025 n/a	The Saxmundham and District CIC		Hall Hire	£45.00	£0.00	£45.00	4220	Pre-Approved Payments List
18/02/2025 78/25TC	East Suffolk Services		Grounds Maintenance Contract - October 2025 to March 2026	£1,787.22	£297.87	£1,489.35	4815	Pre-Approved Payments List
19/01/2026 52/25TC	Suffolk Association of Local Councils		Training - CILCA - Deputy Town Clerk	£302.40	£50.40	£252.00	4095	Staffing Sub-Committee - 40/24SSC
20/01/2026 n/a	Unity Trust Bank		Transfer to Savings Account	£19,700.51	£0.00	£19,700.51	n/a	n/a
26/01/2026 n/a	Unity Trust Bank		Transfer to Savings Account	£10,000.00	£0.00	£10,000.00	n/a	n/a
26/01/2026 n/a	Market Hall		VAT Recovery - Quarter 3	£613.38	£0.00	£613.38	106	n/a
26/01/2026 n/a	Gannon Institute		VAT Recovery - Quarter 3	£290.27	£0.00	£290.27	106	n/a
				£60,187.50	£3,066.37	£46,217.46		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
29/12/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List
21/12/2025	n/a	Amazon	Charged in Error - Reimbursed by Deputy Town Clerk	£0.99	£0.00	£0.99	4245	n/a
21/12/2025	n/a	Amazon	Charged in Error - Reimbursed by Deputy Town Clerk	£19.92	£0.00	£19.92	4245	n/a
				£23.91	£0.00	£23.91		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
05/01/2026	n/a	CCLA	Bank Interest	£497.56	1090
20/01/2026	n/a	HMRC	VAT Recovery - Quarter 3	£16,710.50	105
20/01/2026	TC104	Gannon Institute Trust	Cleaning Reimbursement - Month 9	£50.60	4200
15/01/2026	TC66	Stall Holder	Monthly Market - October	£15.00	1100
15/01/2026	TC69	Stall Holder	Monthly Market - November	£15.00	1100
07/01/2026	TC101	Stall Holder	Weekly Market - December	£27.00	1100
12/01/2026	TC102	Stall Holder	Weekly Market - December	£27.00	1100
16/01/2026	TC80	Stall Holder	Christmas Fayre	£30.00	1100
15/01/2026	TC85	Stall Holder	Christmas Fayre	£20.00	1100
15/01/2026	TC88	Stall Holder	Christmas Fayre	£30.00	1100
19/01/2026	TC94	Stall Holder	Christmas Fayre	£30.00	1100
19/01/2026	TC100	Stall Holder	Christmas Fayre	£20.00	1100
30/01/2026	TC86	Stall Holder	Christmas Fayre	£30.00	1100
16/01/2026	n/a	Deputy Town Clerk	Credit Card Reimbursement	£20.91	4245
28/01/2026	n/a	Sax Community Fest	Memorial Field Hire	£50.00	1110
				£17,573.57	

Transfers to Unity Trust Bank Savings

Received	Invoice No	Payee	Description	Amount
20/01/2026	n/a	Unity Trust Bank Savings	Transfer	£19,700.51
26/01/2026	n/a	Unity Trust Bank Savings	Transfer	£10,000.00
				£29,700.51

Receipts to Cambridge Building Society

Received	Invoice No	Payee	Description	Amount	Code
31/12/2025	n/a	Cambridge Building Society	Bank Interest	£1,395.75	1090
				£1,395.75	
31/01/2026			Balance Carried Forward - Unity Trust Bank Current	£4,211.13	
			Balance Carried Forward - Unity Trust Bank Savings	£50,000.00	
			Balance Carried Forward - Cambridge Building Society	£21,395.75	
			Balance Carried Forward - Public Sector Deposit Fund	£150,000.00	
				£225,606.88	