

SAXMUNDHAM TOWN COUNCIL - NOVEMBER 2025

01/11/2025	Balance Brought Forward - Unity Trust Bank Current	£8,797.14
	Balance Brought Forward - Unity Trust Bank Savings	£50,054.69
	Balance Brought Forward - Cambridge Building Society	£70,000.00
	Balance Brought Forward - Public Sector Deposit Fund	£150,000.00
		£278,851.83

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
19/11/2025	n/a	HMRC	PAYE - Month 7	£2,208.89	£0.00	£2,208.89	4000	Pre-Approved Payments List
19/11/2025	n/a	Nest	Pensions - Month 8	£532.93	£0.00	£532.93	4000	Pre-Approved Payments List
24/11/2025	n/a	Staff Salaries	Salaries - Month 8	£7,883.21	£0.00	£7,883.21	4000	Pre-Approved Payments List
09/11/2025	n/a	EE	Mobile Phone - Month 8	£19.60	£0.00	£19.60	4260	Pre-Approved Payments List
31/10/2025	n/a	The Cleaning Company	Cleaning - Month 7	£382.24	£63.71	£318.53	4200	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Electricity - Month 7	£73.17	£3.48	£69.69	4205	Pre-Approved Payments List
04/11/2025	n/a	Smartest Energy	Gas - Month 7	£88.79	£4.23	£84.56	4205	Pre-Approved Payments List
13/11/2025	n/a	Everflow	Water - Month 8	£47.28	£0.00	£47.28	4205	Pre-Approved Payments List
30/11/2025	n/a	Unity Trust Bank	Bank Charges - Month 8	£14.10	£0.00	£14.10	4235	Pre-Approved Payments List
17/11/2025	n/a	Red Dune	IT Services - Month 8	£405.60	£67.60	£338.00	4255	Pre-Approved Payments List
31/10/2025	n/a	OfficeFlow	Photocopy Service Charge - Month 8	£148.32	£24.72	£123.60	4240	Pre-Approved Payments List
03/11/2025	75/25TC	The Saxmundham and District CIC	Christmas Fayre - Hall Hire	£288.00	£0.00	£288.00	4505	Civic and Community Committee - 15/25CC
03/11/2025	n/a	The Saxmundham and District CIC	Christmas Fayre - Hall Hire	£40.00	£0.00	£40.00	4505	Civic and Community Committee - 15/25CC
10/11/2025	63/25TC	East Suffolk Council	Christmas Fayre - Temporary Events Notice (reimburse to Market Hall)	£21.00	£0.00	£21.00	4505	Pre-Approved Payments List
03/11/2025	67/25TC	Whimsy Circus - Joanna Ferreday	Christmas Fayre - Entertainment - 50% Remainder	£375.00	£0.00	£375.00	4505	Civic and Community Committee - 15/25CC
12/11/2025	n/a	Risus Wholesale	Christmas Fayre - Santa's Grotto Presents	£664.21	£110.69	£553.52	4505	Civic and Community Committee - 15/25CC
11/11/2025	n/a	Karen Forster	HR Independent Note Taking	£150.00	£0.00	£150.00	4705	Staffing Committee - 24/25SC
31/10/2025	n/a	WorkNest	HR Support	£405.00	£67.50	£337.50	4705	Staffing Committee - 24/25SC
10/11/2025	97/25TC	The Art Station	Community Grant	£5,000.00	£0.00	£5,000.00	4555	Civic and Community Committee - 29/25CC
10/11/2025	98/25TC	The Women's Institute	Community Grant	£50.00	£0.00	£50.00	4555	Civic and Community Committee - 29/25CC
31/10/2025	n/a	Leiston Press	Tent Card	£24.00	£4.00	£20.00	4245	Pre-Approved Payments List
31/10/2025	n/a	Design Folk	Events Calendar	£125.00	£0.00	£125.00	4405	Pre-Approved Payments List
06/11/2025	n/a	Lisa Hamon	Training - Mileage	£38.70	£0.00	£38.70	4095	Pre-Approved Payments List
10/11/2025	83/25TC	Information Commissioners Office	Annual Registration	£47.00	£0.00	£47.00	4250	Pre-Approved Payments List
18/11/2025	102/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - December 2025	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	103/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - January 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	104/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - February 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	105/25TC	The Saxmundham and District CIC	Hall Hire - Town Council - March 2026	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
28/10/2025	92/25TC	The Saxmundham and District CIC	Hall Hire - Staffing Committee - November 2025	£24.00	£0.00	£24.00	4220	Pre-Approved Payments List
03/11/2025	96/25TC	The Saxmundham and District CIC	Hall Hire - Civic and Community Committee - November 2025	£36.00	£0.00	£36.00	4220	Pre-Approved Payments List
18/11/2025	n/a	Viking Ltd	Stationery	£129.09	£21.52	£107.57	4245	Pre-Approved Payments List
19/11/2025	79/25TC	Suffolk Treescapes	Annual Tree Maintenance	£1,104.00	£184.00	£920.00	4821	Amenities and Services Committee - 31/25AS
21/11/2025	n/a	Restore Datashred	Shredding	£128.70	£21.45	£107.25	4210	Pre-Approved Payments List
24/11/2025	35/25TC	Xtrahed	Destination Website	£2,475.00	£0.00	£2,475.00	4405	Town Council - 53/25TC
19/11/2025	n/a	Unity Trust Bank Current	Transfer	£35,000.00	£0.00	£35,000.00	n/a	n/a
				£58,072.83	£572.90	£57,499.93		

Lloyds Bank Multipay Card

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
10/11/2025	n/a	Lloyds Bank	Monthly Fee	£3.00	£0.00	£3.00	4235	Pre-Approved Payments List

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
14/11/2025	n/a	Cambridge Building society	Transfer	£50,000.00	
04/11/2025	TC64	Stall Holder	Monthly Market - October	£15.00	1100
17/11/2025	TC68	Stall Holder	Monthly Market - November	£15.00	1100
19/11/2025	TC72	Stall Holder	Weekly Market - October	£40.00	1100
24/11/2025	TC75	Stall Holder	Weekly Market - October	£20.00	1100
21/11/2024	TC59	Stocks Fun Fair	Memorial Field Hire	£600.00	1110
06/11/2025	n/a	Greener Sax Community Garden	Annual Subscriptions	£185.00	EMR
14/11/2025	n/a	Men's Shed	Annual Lease	£1.00	1110

04/11/2025 n/a	CCLA	Interest	£413.91	1090
07/11/2025 n/a	Society of Local Council Clerks	Town Clerk - Membership Subscription Overpayment Reimbursed	£40.00	4095
28/11/2025 TC91	Stall Holder	Christmas Market	£30.00	1100
28/11/2025 TC92	Stall Holder	Christmas Market	£30.00	1100
			£51,389.91	

Transfers from Cambridge Building Society

Received	Invoice No	Payee	Description	Amount
14/11/2025 n/a		Unity Trust Bank Current	Transfer	£50,000.00 £50,000.00

Receipts to Unity Trust Bank Savings

Received	Invoice No	Payer	Description	Amount
19/11/2025 n/a		Unity Trust Bank Current	Transfer	£35,000.00 £35,000.00
30/11/2025			Balance Carried Forward - Unity Trust Bank Current Balance Carried Forward - Unity Trust Bank Savings Balance Carried Forward - Cambridge Building Society Balance Carried Forward - Public Sector Deposit Fund	£2,111.22 £85,054.69 £20,000.00 £150,000.00 £257,165.91