

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
	£257,165.91

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
				£21,715.41	£944.38	£20,771.03		

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
				£3.00	£0.00	£3.00		

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

Receipts Unity Trust Savings

Received	Invoice No	Payee	Description	Amount
31/12/2025	n/a	Unity Trust Savings	Bank Interest	£299.49
				£299.49
	31/12/2025			
			Balance Carried Forward - Unity Trust Bank Current	£46,848.97
			Balance Carried Forward - Unity Trust Bank Savings	£20,299.49
			Balance Carried Forward - Cambridge Building Society	£20,000.00
			Balance Carried Forward - Public Sector Deposit Fund	£150,000.00
				£237,148.46