

SAXMUNDHAM TOWN COUNCIL - NOVEMBER 2024

01/11/2024

Balance Brought Forward - Unity Trust Bank Current	£17,304.47
Balance Brought Forward - Unity Trust Bank Savings	£75,463.66
Balance Brought Forward - Cambridge Building Society	£102,300.00
Balance Brought Forward - Public Sector Deposit Fund	£60,000.00
	£255,068.13

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
12/11/2024	n/a	Nest	Pensions - Month 8	£564.69	£0.00	£564.69	4000	Pre-Approved Payments List
07/11/2024	n/a	HMRC	PAYE - Month 8	£2,166.77	£0.00	£2,166.77	4000	Pre-Approved Payments List
22/11/2024	n/a	Employee 1	Salary - Month 8	£3,300.79	£0.00	£3,300.79	4000	Pre-Approved Payments List
22/11/2024	n/a	Employee 2	Salary - Month 8	£1,140.62	£0.00	£1,140.62	4000	Pre-Approved Payments List
22/11/2024	n/a	Employee 3	Salary - Month 8	£1,233.49	£0.00	£1,233.49	4000	Pre-Approved Payments List
22/11/2024	n/a	Employee 4	Salary - Month 8	£1,217.26	£0.00	£1,217.26	4000	Pre-Approved Payments List
22/11/2024	n/a	Employee 5	Salary - Month 8	£1,172.17	£0.00	£1,172.17	4000	Pre-Approved Payments List
22/11/2024	n/a	Employee 6	Salary - Month 8	£565.97	£0.00	£565.97	4000	Pre-Approved Payments List
15/11/2024	n/a	BT	Telephone/Broadband - Final Bill	£4.79	£0.00	£4.79	4260	Pre-Approved Payments List
18/11/2024	n/a	EE	Mobile Phone - Month 8	£43.68	£7.28	£36.40	4260	Pre-Approved Payments List
25/10/2024	n/a	The Cleaning Company	Cleaning - Month 7	£266.40	£44.40	£222.00	4200	Pre-Approved Payments List
06/11/2024	n/a	Smartest Energy	Electricity - Month 7	£71.57	£3.41	£68.16	4205	Pre-Approved Payments List
05/11/2024	n/a	Smartest Energy	Gas - Month 7	£104.82	£4.99	£99.83	4205	Pre-Approved Payments List
05/11/2024	n/a	Wave	Water - Memorial Field	£174.73	£29.11	£145.62	4205	Pre-Approved Payments List
17/11/2024	n/a	Red Dune	IT Services - Month 8	£415.20	£69.20	£346.00	4255	Pre-Approved Payments List
31/10/2024	n/a	OfficeFlow	Photocopier Service Charge - Month 8	£72.23	£12.04	£60.19	4240	Pre-Approved Payments List
30/11/2024	n/a	Unity Trust Bank	Bank Charges - Month 8	£14.55	£0.00	£14.55	4235	Pre-Approved Payments List
01/11/2024	n/a	PWLB	Loan Repayment - Town House	£10,688.62	£0.00	£10,688.62	4300	Pre-Approved Payments List
18/11/2024	n/a	The Gannon Institute	Capital Replacement Fund - Flooring	£130.50	£0.00	£130.50	CRF	Resources Committee - 29/24RC
18/11/2024	236/24TC	The Gannon Institute	Capital Replacement Fund - Cupolas	£4,300.00	£0.00	£4,300.00	CRF	Resources Committee - 51/24RC
22/10/2024	334/24TC	Society of Local Council Clerks	Training - TC/DTC/CO - Chat GPT	£54.00	£9.00	£45.00	4095	Pre-Approved Payments List
28/10/2024	345/24TC	Saxmundham and District CIC	Fromus Energy Projects Team - Room Hire	£78.00	£0.00	£78.00	4705	Pre-Approved Payments List
22/10/2024	149/24TC	Westotec Ltd	Speed Indicator Device Repair	£1,140.00	£190.00	£950.00	4650	Amenities and Services Committee - 60/24AS
04/11/2024	270/24TC	Treescape Group	Tree Surgery	£2,220.00	£370.00	£1,850.00	4815	Amenities and Services Committee - 56/24AS
07/11/2024	337/24TC	Lee's Windows	Town House - Window Cleaner	£25.00	£0.00	£25.00	4670	Pre-Approved Payments List
07/11/2024	339/24TC	Women's Institute	Remembrance Service - Refreshments	£50.00	£0.00	£50.00	4505	Pre-Approved Payments List
03/11/2024	320/24TC	Storm In A Teacup	Christmas Fayre - Entertainment	£420.00	£70.00	£350.00	4505	Events and Communications Committee - 61/23EC
13/11/2024	333/24TC	Rookery Farm - Mr I C Rix	Christmas Fayre - Trees	£636.00	£106.00	£530.00	4505	Town Clerk and Chair of Events and Communications Committee
11/11/2024	242/24TC	Jess Palmer	Christmas Fayre - Santa's Grotto Decoration	£111.58	£11.93	£99.65	4505	Pre-Approved Payments List
11/11/2024	350/24TC	Luke Harris	Christmas Fayre - Sign Erection	£61.35	£0.00	£61.35	4505	Pre-Approved Payments List
11/11/2024	352/24TC	Leiston Press	Christmas Fayre - Advertising	£82.80	£13.80	£69.00	4505	Pre-Approved Payments List
18/11/2024	332/24TC	Sharon Smith - Bob Foyers Photography	Christmas Fayre - Photographer	£110.00	£0.00	£110.00	4505	Pre-Approved Payments List
18/11/2024	359/24TC	Robert Ross	Christmas Fayre - Eyelet Tool and Eyelets	£31.10	£0.00	£31.10	4505	Pre-Approved Payments List
25/11/2024	195/24TC	Diddy Long Legs	Christmas Fayre - Entertainment	£150.00	£0.00	£150.00	4505	Pre-Approved Payments List
07/10/2024	354/24TC	East Suffolk Council	Arts Fest - ESC Fromus Green Permit	£30.00	£0.00	£30.00	4505	Events and Communications Committee - 05/24EC
31/10/2024	n/a	Designfolk	Annual Subscription	£125.00	£0.00	£125.00	4255	Pre-Approved Payments List
13/11/2024	346/24TC	Sharon Smith - Canva	Annual Subscription	£100.00	£0.00	£100.00	4520	Pre-Approved Payments List
08/11/2024	353/24TC	Information Commissioner's Office	Annual Data Protection Registration	£35.00	£0.00	£35.00	4250	Pre-Approved Payments List
05/11/2024	349/24TC	Amy Rayner	Refreshments - Working Party	£3.95	£0.00	£3.95	4810	Pre-Approved Payments List
11/11/2024	351/24TC	Communities Together	Grant	£500.00	£0.00	£500.00	4555	Resources Committee - 77/24RC
11/11/2024	344/24TC	Suffolk Association of Local Councils	Training - Cllr David Humphreys	£78.80	£12.80	£66.00	4120	Pre-Approved Payments List
11/11/2024	343/24TC	Leiston Press	Terr Card - Cllr David Humphreys	£40.80	£6.80	£34.00	4245	Pre-Approved Payments List
18/11/2024	n/a	Sharon Smith	Postage	£3.50	£0.00	£3.50	4050	Pre-Approved Payments List
04/11/2024	355/24TC	ESPO	Cleaning Supplies	£49.98	£8.33	£41.65	4200	Pre-Approved Payments List
14/11/2024	356/24TC	Fishers	General Supplies	£92.94	£0.00	£92.94	4650	Pre-Approved Payments List
17/11/2024	357/24TC	Viking	Office Supplies	£76.67	£12.79	£63.89	4245	Pre-Approved Payments List
14/11/2024	n/a	Herring Bone Design Ltd	Website Amendments	£80.00	£0.00	£80.00	4405	Pre-Approved Payments List
18/11/2024	358/24TC	Emma Harrison	Neighbourhood Plan Data Profile	£800.00	£0.00	£800.00	4705	Resources Committee - 58/24RC
14/11/2024	360/24TC	Robert Ross	Goal Post Paint	£44.06	£7.34	£36.72	4650	Pre-Approved Payments List
				£34,877.38	£989.22	£33,888.17		

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
06/11/2024	05-24-25	Stall Holders	Weekly Market - October	£40.00	1100
15/11/2024	n/a	Stall Holders	Monthly Market - November	£133.49	1100
04/11/2024	n/a	CCLA	Interest	£194.82	1090
19/11/2024	n/a	Cambridge Building Society	Transfer from Unity Trust Current Account	£17,300.00	n/a
11/11/2024	n/a	Unity Trust Bank	Transfer from Unity Trust Bank Savings	£15,000.00	n/a
				£32,668.31	

Transfers from Unity Trust Bank Savings

11/11/2024	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£15,000.00
				£15,000.00

Transfers from Cambridge Building Society

19/11/2024	n/a	Cambridge Building Society	Transfer to Unity Trust Bank Current	£17,300.00
				£17,300.00

30/11/2024

Balance Carried Forward - Unity Trust Bank Current	£15,095.40
Balance Carried Forward - Unity Trust Bank Savings	£60,463.66
Balance Carried Forward - Cambridge Building Society	£85,000.00
Balance Carried Forward - Public Sector Deposit Fund	£60,000.00
	£220,559.06