

SAXMUNDHAM TOWN COUNCIL - OCTOBER 2024

01/10/2024

Balance Brought Forward - Unity Trust Bank Current	£135,211.00
Balance Brought Forward - Unity Trust Bank Savings	£15,463.66
Balance Brought Forward - Cambridge Building Society	£102,300.00
Balance Brought Forward - Public Sector Deposit Fund	£30,000.00
	£282,974.66

Payments/Transfers from Unity Trust Bank Current

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
17/10/2024	n/a	Nest	Pensions - Month 7	£450.00	£0.00	£450.00	4000	Pre-Approved Payments List
17/10/2024	n/a	HMRC	PAYE - Month 7	£1,446.24	£0.00	£1,446.24	4000	Pre-Approved Payments List
24/10/2024	n/a	Employee 1	PAYE - Month 7	£2,786.84	£0.00	£2,786.84	4000	Pre-Approved Payments List
24/10/2024	n/a	Employee 2	Salary - Month 7	£982.05	£0.00	£982.05	4000	Pre-Approved Payments List
24/10/2024	n/a	Employee 3	Salary - Month 7	£971.75	£0.00	£971.75	4000	Pre-Approved Payments List
24/10/2024	n/a	Employee 4	Salary - Month 7	£936.38	£0.00	£936.38	4000	Pre-Approved Payments List
24/10/2024	n/a	Employee 5	Salary - Month 7	£932.56	£0.00	£932.56	4000	Pre-Approved Payments List
24/10/2024	n/a	Employee 6	Salary - Month 7	£432.56	£0.00	£432.56	4000	Pre-Approved Payments List
30/09/2024	n/a	BT	Mobile Phone - Month 7	£14.81	£2.47	£12.34	4260	Pre-Approved Payments List
17/10/2024	n/a	EE	Mobile Phone - New Contract	£16.64	£2.77	£13.87	4260	Pre-Approved Payments List
27/09/2024	n/a	The Cleaning Company	Cleaning - Month 6	£242.40	£40.40	£202.00	4200	Pre-Approved Payments List
04/10/2024	n/a	Smartest Energy	Electricity - Month 6	£75.17	£0.98	£19.57	4205	Pre-Approved Payments List
04/10/2024	n/a	Smartest Energy	Gas - Month 6	£20.55	£3.58	£17.59	4205	Pre-Approved Payments List
13/10/2024	n/a	Everflow	Water - Month 8	£135.25	£0.00	£135.25	4205	Pre-Approved Payments List
17/10/2024	n/a	Red Dune	IT Services - Month 7	£379.20	£63.20	£316.00	4255	Pre-Approved Payments List
03/10/2024	n/a	OfficeFlow	Photocopier Service Charge - Month 7	£63.79	£10.63	£53.16	4240	Pre-Approved Payments List
31/10/2024	n/a	Unity Trust Bank	Bank Charges - Month 7	£5.25	£0.00	£5.25	4235	Pre-Approved Payments List
01/10/2024	152/24TC	Grene Leasing	Photocopier Lease - Quarter 3	£298.51	£49.75	£248.76	4240	Pre-Approved Payments List
30/09/2024	269/24TC	East Suffolk Services	Hanging Baskets - Watering	£1,497.36	£249.56	£1,247.80	4815	Pre-Approved Payments List
30/09/2024	269/24TC	East Suffolk Services	Grass Cutting - Memorial Field and Chantry Road	£649.34	£108.22	£541.12	4815	Pre-Approved Payments List
31/10/2024	278/24TC	East Suffolk Services	Refuse Collection - Qtr 3	£171.60	£28.60	£143.00	4210	Pre-Approved Payments List
03/10/2024	309/24TC	Britten Pears Arts	Grant	£1,000.00	£0.00	£1,000.00	4555	Resources Committee - 62/24RC
03/10/2024	310/24TC	On Y Va - Linda Barnes	Grant	£61.00	£0.00	£61.00	4555	Resources Committee - 62/24RC
03/10/2024	311/24TC	Young People Taking Action - CYDS	Grant	£5,000.00	£0.00	£5,000.00	4550	Resources Committee - 62/24RC
24/10/2024	259/24TC	Leiston Press	Christmas Fayre - Advertising	£302.40	£50.40	£252.00	4505	Pre-Approved Payments List
03/10/2024	313/24TC	Leiston Press	Town Maps	£84.00	£14.00	£70.00	4265	Pre-Approved Payments List
07/10/2024	314/24TC	Sharon Smith - Survey Monkey	Annual Subscription	£396.00	£66.00	£330.00	4835	Pre-Approved Payments List
22/10/2024	323/24TC	Sharon Smith - SLCC	Training - Civility and Respect	£36.00	£0.00	£36.00	4095	Pre-Approved Payments List
04/10/2024	316/24TC	Sharon Smith - Amazon	Stationery	£11.50	£1.92	£9.58	4245	Pre-Approved Payments List
04/10/2024	316/24TC	Sharon Smith - ESC	Christmas Fayre - Fromus Square TEN	£21.00	£0.00	£21.00	4505	Pre-Approved Payments List
28/10/2024	n/a	Sharon Smith - Christmas World	Christmas Fayre - Grotto Landscape Panels	£378.00	£0.00	£378.00	4505	Pre-Approved Payments List
29/10/2024	331/24TC	Sharon Smith - Wickes	Christmas Fayre - Advertising	£66.30	£11.05	£55.25	4505	Pre-Approved Payments List
29/10/2024	306/24TC	Sharon Smith - SLCC	Training - Town Clerk - Internal Audit Qualification	£144.00	£24.00	£120.00	4095	Staffing Sub-Committee - 23/24SSC
29/10/2024	n/a	Sharon Smith - Amazon	Green Team - Volunteer Thank You Gloves	£298.62	£49.77	£248.85	4810	Pre-Approved Payments List
17/10/2024	327/24TC	Jess Palmer - Amazon	Market Development - Chalkboard and Pens	£46.98	£7.84	£39.14	4825	Pre-Approved Payments List
17/10/2024	327/24TC	Jess Palmer - Amazon	Christmas Fayre -- Grotto Arches	£44.97	£7.50	£37.47	4505	Pre-Approved Payments List
14/10/2024	322/24TC	Amy Rayner - Amazon	Equipment - Staplegun	£40.42	£0.00	£40.42	4810	Pre-Approved Payments List
22/10/2024	326/24TC	Amy Rayner - Ladybird Nursery	Plants	£6.80	£0.00	£6.80	4810	Pre-Approved Payments List
22/10/2024	325/24TC	Robert Ross - Amazon	Town House - WC Repair Kit	£29.74	£4.96	£24.78	4670	Pre-Approved Payments List
17/10/2024	328/24TC	Lisa Hamon	Mileage - Speed Indicator Device Collection	£46.80	£0.00	£46.80	4650	Amenities and Services Committee - 60/24AS
04/10/2024	315/24TC	Laura Bonnett - NHBS	Blue Spaces - Equipment	£82.49	£13.75	£68.74	4810/EMR	Resources Committee - 16/24RC
22/10/2024	324/24TC	Laura Bonnett - Safetec	Blue Spaces - Equipment	£22.13	£3.69	£18.44	4810/EMR	Resources Committee - 16/24RC
01/09/2024	321/24TC	JT Peggs	Wildlife Walk - Supplies	£37.90	£6.31	£31.59	4810	Pre-Approved Payments List
03/10/2024	312/24TC	Screwbolt Fixings Ltd	Locks	£34.00	£5.67	£28.33	4650	Pre-Approved Payments List
07/10/2024	318/24TC	Herring Bone Design Ltd	Website Amendments	£320.00	£0.00	£320.00	4405	Pre-Approved Payments List
30/09/2024	281/24TC	Suffolk Association of Local Councils	Payroll Service - Half Year	£202.80	£33.80	£169.00	4055	Pre-Approved Payments List
03/10/2024	304/24TC	Suffolk Association of Local Councils	Training - Assistant Town Clerk - Budgeting	£42.00	£7.00	£35.00	4095	Pre-Approved Payments List
03/10/2024	285/24TC	Suffolk Association of Local Councils	Training - Assistant Town Clerk - VAT	£42.00	£7.00	£35.00	4095	Pre-Approved Payments List
03/10/2024	283/24TC	Suffolk Association of Local Councils	Training - Assistant Town Clerk - Internal Controls	£42.00	£7.00	£35.00	4095	Pre-Approved Payments List
03/10/2024	305/24TC	Suffolk Association of Local Councils	Training - Assistant Town Clerk - I&E Accounts	£42.00	£7.00	£35.00	4095	Pre-Approved Payments List
03/10/2024	238/24TC	RoSPA Play Safety Ltd	Play Equipment Inspections	£393.60	£65.60	£328.00	4820	Pre-Approved Payments List
11/10/2024	n/a	Red Dune	Broadband Equipment and Transfer	£534.31	£29.05	£445.26	4260	Pre-Approved Payments List

01/10/2024	n/a	Red Dune	Line Rental - Qtr 3	£24.42	£4.07	£20.35	4260 Pre-Approved Payments List
11/10/2024	n/a	Red Dune	Broadband - Part Month	£32.40	£5.40	£27.00	4260 Pre-Approved Payments List
01/10/2024	n/a	Red Dune	Broadband - Qtr 3	£162.00	£27.00	£135.00	4260 Pre-Approved Payments List
08/10/2024	n/a	Red Dune	Broadband Booster Equipment	£179.04	£29.84	£149.20	4255 Pre-Approved Payments List
24/10/2024	237/24TC	Royal British Legion	Poppy Wreaths x 3	£75.00	£0.00	£75.00	4505 Pre-Approved Payments List
28/10/2024	n/a	Market Hall	Half-Yearly Contribution	£8,000.00	£0.00	£8,000.00	4500 Town Council - 128/23TC
28/10/2024	n/a	Market Hall	VAT Recovery - Qtr 1	£754.33	£0.00	£754.33	106 n/a
28/10/2024	n/a	Gannon Institute	VAT Recovery - Qtr 1	£1,255.21	£0.00	£1,255.31	106 n/a
14/10/2024	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Savings	£60,000.00	£0.00	£60,000.00	n/a Resources Committee 60/24RC
14/10/2024	n/a	Unity Trust Bank	Transfer to CCLA Public Sector Deposit Fund	£30,000.00	£0.00	£30,000.00	n/a Resources Committee 60/24RC
				£122,800.41	£1,049.78	£121,690.73	

Receipts to Unity Trust Bank Current

Received	Invoice No	Payer	Description	Amount	Code
18/10/2024	03-24-25	Stall Holders	Monthly Market - October	£148.49	1100
14/10/2024	04-24-25	Stall Holders	Weekly Market - October	£40.00	1100
16/10/2024	n/a	Gannon Institute	Cleaning Reimbursement - Month 5	£40.00	4200
16/10/2024	n/a	Gannon Institute	Cleaning Reimbursement - Month 6	£40.00	4200
04/10/2024	07/2025	Stocks Funfair	Memorial Field Hire	£600.00	1100
02/10/2024	n/a	CCLA	Interest	£123.17	1090
18/10/2024	n/a	HM Revenue and Customs	VAT Recovery - Qtr 2	£3,902.22	105
				£4,893.88	

Receipts to Unity Trust Bank Savings

14/10/2024	n/a	Unity Trust Bank	Transfer from Unity Trust Bank Current	£60,000.00	
				£60,000.00	

Receipts to CCLA Public Sector Deposit Fund

14/10/2024	n/a	Unity Trust Bank	Transfer from Unity Trust Bank Current	£30,000.00	
				£30,000.00	
		31/10/2024	Balance Carried Forward - Unity Trust Bank Current	£17,304.47	
			Balance Carried Forward - Unity Trust Bank Savings	£75,463.66	
			Balance Carried Forward - Cambridge Building Society	£102,300.00	
			Balance Carried Forward - Public Sector Deposit Fund	£60,000.00	
				£255,068.13	