

SAXMUNDHAM TOWN COUNCIL - MARCH 2025

01/03/2025	Balance Brought Forward - Unity Trust Bank Current	£9,754.66
	Balance Brought Forward - Unity Trust Bank Savings	£25,000.00
	Balance Brought Forward - Cambridge Building Society	£87,696.34
	Balance Brought Forward - Public Sector Deposit Fund	£60,000.00
		<b>£182,451.00</b>

**Payments/Transfers from Unity Trust Bank Current**

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
18/03/2025	n/a	Nest	Pensions - Month 12	£464.35	£0.00	£464.35	4000	Pre-Approved Payments List
10/03/2025	n/a	HMRC	PAYE - Month 11 Additional	£74.17	£0.00	£74.17	4000	Pre-Approved Payments List
24/03/2025	n/a	HMRC	PAYE - Month 12	£1,527.28	£0.00	£1,527.28	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 1	Salary - Month 12	£2,850.17	£0.00	£2,850.17	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 2	Salary - Month 12	£1,016.58	£0.00	£1,016.58	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 3	Salary - Month 12	£1,012.70	£0.00	£1,012.70	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 4	Salary - Month 12	£972.53	£0.00	£972.53	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 5	Salary - Month 12	£965.85	£0.00	£965.85	4000	Pre-Approved Payments List
24/03/2025	n/a	Employee 6	Salary - Month 12	£449.33	£0.00	£449.33	4000	Pre-Approved Payments List
24/03/2025	n/a	EE	Mobile Phone - Month 12	£1.80	£0.00	£1.80	4260	Pre-Approved Payments List
28/02/2025	n/a	The Cleaning Company	Cleaning - Month 11	£266.40	£44.40	£222.00	4200	Pre-Approved Payments List
03/03/2025	n/a	Smartest Energy	Electricity - Month 11	£88.87	£4.23	£84.64	4205	Pre-Approved Payments List
04/03/2025	n/a	Smartest Energy	Gas - Month 11	£251.15	£11.96	£239.19	4205	Pre-Approved Payments List
17/02/2025	n/a	Red Dune	IT Services - Month 11	£392.40	£65.40	£327.00	4255	Pre-Approved Payments List
17/03/2025	n/a	Red Dune	IT Services - Month 12	£392.40	£65.40	£327.00	4255	Pre-Approved Payments List
28/02/2025	n/a	OfficeFlow	Photocopier Service Charge - Month 12	£121.19	£20.20	£100.99	4240	Pre-Approved Payments List
31/03/2025	n/a	Unity Trust Bank	Bank Charges - Month 12	£10.50	£0.00	£10.50	4235	Pre-Approved Payments List
17/02/2025	370/24TC	Public Works Loan Board	Gannon Institute - Loan Repayment	£1,492.30	£0.00	£1,492.30	4300	Pre-Approved Payments List
17/02/2025	382/24TC	Saxmundham & District CIC	Room Hire - Fromus Energy Projects Team	£18.00	£0.00	£18.00	4220	Pre-Approved Payments List
17/02/2025	378/24TC	Restore Datashred	Confidential Paper Shredding	£128.70	£21.45	£107.25	4210	Pre-Approved Payments List
10/03/2025	308/24TC	Ryan Sanderson - Clear Councils	Insurance Excess - Memorial Field Tree	£250.00	£0.00	£250.00	4270	Amenities and Services Committee - 62/24AS
24/02/2025	n/a	Herring Bone Design	Website Support	£130.00	£0.00	£130.00	4405	Pre-Approved Payments List
07/03/2025	395/24TC	Sharon Smith - Amazon	Stationery	£7.99	£1.33	£6.66	4245	Pre-Approved Payments List
07/03/2025	395/24TC	Sharon Smith - Doodle Poll	Monthly Subscription - February	£12.36	£0.00	£12.36	4250	Pre-Approved Payments List
24/03/2025	405/24T6	Sharon Smith - Doodle Poll	Monthly Subscription - March	£11.88	£0.00	£11.88	4250	Pre-Approved Payments List
25/03/2025	408/24TC	Sharon Smith - Alamy	Photograph	£28.80	£4.80	£24.00	4400	Pre-Approved Payments List
24/03/2025	405/24T6	Sharon Smith - Tesco	Kitchen Supplies	£5.25	£0.00	£5.25	4265	Pre-Approved Payments List
10/03/2025	397/24TC	Saxmundham Judo Club	Community Grant - Veterans Breakfast	£100.00	£0.00	£100.00	4555	Resources Committee - 114/24RC
10/03/2025	398/24TC	East Suffolk Travel Association	Community Grant - Leaflets	£120.00	£0.00	£120.00	4555	Resources Committee - 114/24RC
10/03/2025	399/24TC	East Suffolk Travel Association	Membership Subscription	£7.00	£0.00	£7.00	4250	Pre-Approved Payments List
04/03/2025	396/24TC	Binder Ltd	Youth Booth - Service	£110.40	£18.40	£92.00	4675	Pre-Approved Payments List
10/03/2025	400/24TC	Amy Rayner	Green Team - Refreshments	£3.95	£0.00	£3.95	4810	Pre-Approved Payments List
01/02/2025	404/24TC	J T Peggs	Green Team - Bark	£76.00	£12.66	£63.34	4810	Pre-Approved Payments List
18/03/2025	402/24TC	Sax Computers	Photographs x 2	£180.00	£30.00	£150.00	4405	Events and Communications Committee - 58/24EC
21/03/2025	405/24TC	Rialtas Business Solutions Ltd	Sales Ledger Launch Consultancy	£96.00	£16.00	£80.00	4228	Pre-Approved Payments List
17/03/2025	401/24TC	John Casson Survey Services	Town House - Insurance Valuation	£720.00	£120.00	£600.00	4270	Resources Committee - 113/24RC
24/03/2025	n/a	East Suffolk Services Ltd	Memorial Field and Chantry Road - Grass Cutting	£649.34	£108.22	£541.12	4815	Pre-Approved Payments List
25/03/2025	406/24TC	Saxmundham and District CIC	Room Hire - Training	£42.00	£0.00	£42.00	4220	Pre-Approved Payments List
26/03/2025	407/24TC	Leiston Press	Tent Cards x 2	£42.00	£7.00	£35.00	4245	Pre-Approved Payments List
27/03/2025	n/a	Stall Holders	Christmas Fayre - Stall Refunds	£130.00	£0.00	£130.00	1100	Chair of Events and Communications Committee/Town Clerk
				<b>£15,219.64</b>	<b>£551.45</b>	<b>£14,668.19</b>		

**Payments in Advance**

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
05/02/2025	n/a	Worknest	Health & Safety - Year 4	£3,877.22	£646.20	£3,231.02	4285	Pre-Approved Payments List
14/03/2025	387/24TC	Suffolk Association of Local Councils	Training - Deputy Town Clerk - CILCA	£75.60	£12.60	£63.00	4095	Staffing Sub-Committee - TBC
26/03/2025	n/a	Suffolk Association of Local Councils	Training - Caretaker - Play Inspection	£318.00	£53.00	£265.00	4095	Pre-Approved Payments List
20/03/2025	n/a	Everflow	Water - Month 1	£30.30	£0.00	£30.30	4205	Pre-Approved Payments List
				<b>£4,301.12</b>	<b>£711.80</b>	<b>£3,589.32</b>		

**Creditors**

Invoice Date	PO No	Supplier	Description	Gross	VAT	Net	Code	Authority
28/03/2025	n/a	Compass Point Planning and Rural Consultants	Neighbourhood Plan - Consultancy	£2,407.00	£0.00	£2,407.00	4705/EMR	Resources Committee - 58/24RC
28/03/2025	n/a	RH Leggett	Neighbourhood Plan - Consultancy	£150.00	£0.00	£150.00	4705/EMR	Resources Committee - 58/24RC
31/03/2025	n/a	Groundworks UK	Neighbourhood Plan - Unspent Funds	£6,376.00	£0.00	£6,376.00	4705/EMR	Resources Committee - 58/24RC
31/03/2025	n/a	Sharon Smith - Amazon	A3 Paper Guillotine	£42.99	£7.17	£35.82	4265	Pre-Approved Payments List
31/03/2025	n/a	Sharon Smith - Tesco	Litter Pick Refreshments	£18.00	£0.00	£18.00	4050	Pre-Approved Payments List
27/03/2025	409/24TC	Viking	Stationery	£126.14	£21.02	£105.12	4245	Pre-Approved Payments List
31/03/2025	n/a	The Cleaning Company	Cleaning - Month 12	£266.40	£44.40	£222.00	4200	Pre-Approved Payments List
28/03/2025	n/a	Office Flow	Photocopier Service Charge - Month 12	£132.70	£22.12	£110.58	4240	Pre-Approved Payments List
31/03/2025	n/a	Designfolk	Web Hosting	£150.00	£0.00	£150.00	4405	Pre-Approved Payments List
31/03/2025	282/24TC	Suffolk Association of Local Councils	Payroll Service - Half Year	£223.20	£37.20	£186.00	4055	Pre-Approved Payments List
				<b>£9,892.43</b>	<b>£131.91</b>	<b>£9,760.52</b>		

**Accruals**

Invoice Date	PO No	Supplier	Description	Net	Code	Authority
n/a	n/a	Smartest Energy	Electricity - Month 12	£100.00		4205 Pre-Approved Payments List
n/a	n/a	Smartest Energy	Gas - Month 12	£250.00		4205 Pre-Approved Payments List
				<u>£350.00</u>		

**Debtors**

Invoice Date	PO No	Supplier	Description	Gross	Code
n/a	n/a	Gannon Institute	Cleaning Reimbursement - Month 12	£44.00	4200
04/02/2025	18-24-25	Stall Holders	Weekly Market - February	£36.00	1100
04/03/2025	20-24-25	Stall Holders	Weekly Market - March	£40.00	1100
04/03/2025	21-24-25	Stall Holders	Weekly Market - March	£40.00	1100
				<u>£160.00</u>	

**Receipts in Advance**

Date	Reference	Payer	Description	Amount	Code
28/03/2025	n/a	East Suffolk Council	Nature First Grant - Wildlife Walk	£1,000.00	1310
				<u>£1,000.00</u>	

**Receipts to Unity Trust Bank Current**

Date	Reference	Payer	Description	Amount	Code
12/03/2025	03/06/09/10/13-24/25	Stall Holders	Weekly Market - Various	£180.00	
17/03/2025	17-24-25	Stall Holders	Weekly Market - February	£27.00	1100
17/03/2025	19-24-25	Stall Holders	Weekly Market - March	£40.00	1100
10/03/2025	n/a	Gannon Institute	Cleaning Reimbursement - Month 10	£44.00	1100
17/03/2025	n/a	Gannon Institute	Cleaning Reimbursement - Month 11	£55.00	4200
04/03/2025	n/a	CCLA	Interest	£210.18	4200
14/03/2025	n/a	Unity Trust Bank Savings	Transfer	£15,000.00	1090
21/03/2025	n/a	Cambridge Building Society	Transfer	£2,696.34	n/a
28/03/2025	n/a	Rialtas Business Solutions Ltd	Duplicate Payment Refund	£276.00	4095
				<u>£18,528.52</u>	

**Transfers from Unity Trust Bank Savings**

Date	Reference	Payer	Description	Amount	Code
21/03/2025	n/a	Unity Trust Bank	Transfer to Unity Trust Bank Current	£15,000.00	n/a
				<u>£15,000.00</u>	

**Receipts to Unity Trust Bank Savings**

Date	Reference	Payer	Description	Amount	Code
31/03/2025	n/a	Unity Trust Bank	Interest - Qtr 4	£163.59	1090
				<u>£163.59</u>	

**Transfers from Cambridge Building Society**

Date	Reference	Payer	Description	Amount	Code
21/03/2025	n/a	Cambridge Building Society	Transfer to Unity Trust Bank Current	£2,696.34	n/a
				<u>£2,696.34</u>	

<b>31/03/2025</b>		Balance Carried Forward - Unity Trust Bank Current	£9,762.42	
		Balance Carried Forward - Unity Trust Bank Savings	£10,163.59	
		Balance Carried Forward - Cambridge Building Society	£85,000.00	
		Balance Carried Forward - Public Sector Deposit Fund	£60,000.00	
			<u>£164,926.01</u>	