

CODDENHAM PARISH COUNCIL

SCHEDULE OF PAYMENTS – March 2024

Folio No	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
83	BACS	Andrew McPherson	Housing Leaflet	LA 1972, s.142	61.90	0.00	61.90
84	DD	GDPR Commissioner	Annual Data Protection Fee	LA 2011, ss1-8	40.00	0.00	40.00
85	BACS	SLCC	Membership Renewal	LA 2011, ss1-8	120.00	0.00	120.00
86	BACS	Suffolk County Council	Street Lighting Upgrades	PCA 1957, s.3	2908.50	581.70	3490.20
87	BACS	Suffolk County Council	Street Lighting Maintenance	PCA 1957, s.3	325.21	65.05	390.26
88	BACS	Clfr J Soanes	Metal rod re Water Collection Units	LA 2011, ss1-8	24.00	4.80	28.80
89	BACS	SLCC	Course Fee – FILCA Qualification	LA 2011, ss1-8	120.00	24.00	144.00
90	DD	O2	Clerk's mobile	POA 1954, s.51	10.00	2.00	12.00
91	BACS	Ms M L Burt	HP Instant Ink	LGA 1972, S139	6.65	1.33	7.98
92	BACS	Ms M L Burt	HP Instant Ink	LGA 1972, S139	7.48	1.05	8.98
93	BACS	Ms M L Burt	March Salary	LGA 1972, ss101,111-2	550.65	0.00	550.65
94	BACS	UTB	Service Charge	LA 2011, ss1-8	18.00	0.00	18.00

✓

KEY:

STILL TO BE PAID – 07.04.24

Banana Print

Order# 950802			
Date	Print Date	Ship Date	Delivery Date
29 Jan, 2024			

Billing Details

Coddenham Parish Council c/o
Maggie Burt
Holbeck House, Church road
Coddenham
Coddenham Suffolk IP6 9PY
United Kingdom
Mobile Number:: 07944581299

Customer Details

Andrew MacPherson
Company Name: Coddenham
CRG
Mobile Number:: 07944581299

Shipping Details

Coddenham Parish Council c/o
Maggie Burt
Holbeck House, Church road
Coddenham
Coddenham Suffolk IP6 9PY
United Kingdom
Mobile Number:: 07944581299

Payment Details

Payment Method : PayPal
Transaction Id : 2FL996358D569753M
Payment Date : 29 Jan, 2024
Shipping Method : RoyalMail (Tracked 24 - TPN)

Cart Details

Products	Additional Information	Quantity	Price
	Leaflets - Flyers - (A4 - 297mm x 210mm) Name : CCRG housing infrared A4 Sides Printed : Double Sided Printing Paper Type : 170gsm Silk Production Speed : Express	400	£ 56.95

Total : £ 56.95
Shipping Charges : £ 4.95
Coupon Amount : £ 0.00
Final Price : £ 61.90

From: Information Commissioner's Office Renewals Reminder
<dpfee_renewal_reminder_dd@ico.org.uk>
Sent: 17 March 2024 00:07
To: Susan Frankis
Subject: Data Protection fee - direct debit due to be collected ICO:00016118171

Organisation name: Coddenham Parish Council
Reference: ZA102540

Dear Susan Frankis

GDPR/Data Protection Act 2018

Data protection fee - we will collect your direct debit on or before 28/04/2024

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 28/04/2024. You must now either:

- take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required

Under the Regulations, you must pay an annual fee of £40, £60 or £2,900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 28/04/2024.

Further information

You must let us know if any of the details we hold about you change. If you want to tell us about a change to your details please go to ico.org.uk/update. The online change service is very quick and easy to use. You will need your registration reference and security number.

If you are required to have a Data Protection Officer (DPO) under the GDPR or you choose to appoint one, you should also tell us about this. For more information please see ico.org.uk/DPOs.

If you need any more information about the fee please see ico.org.uk/fee-guide.

If you want to discuss your payment or your obligation to pay, call us on 0303 123 1113, or email dataprotectionfee@ico.org.uk. You'll need the **registration reference** from the top of this email and the **security number** we sent you when you first applied.

If you need help with your other data protection obligations, including any relating to changes brought about by COVID-19, please see ico.org.uk or call us on 0303 123 1113. We are here to help at what we know is a very challenging time.

For information about what we do with personal data see our privacy notice at ico.org.uk/privacy-notice.

Yours sincerely

Michael Fitzgerald
Director of Digital, IT and Business Services
Information Commissioner's Office

Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk



Coddenham Parish Council
4 Webbs Cottages
School Lane
Coddenham
Suffolk
IP6 9PT

Invoice

Invoice No	MEM248769-1
Invoice Date	20/03/2024
Account Ref	52831

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Joining Fee: Maggie Burt (52831)	£8.00	£8.00	0.00	£0.00
1	Membership Fee: Maggie Burt (52831) Due:20/03/2024	£112.00	£112.00	0.00	£0.00

Total Net Amount	120.00
Total Tax Amount	£0.00
Invoice Total	£120.00

Payment Due: 20/04/2024

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code 60-83-01 A/C No. 20314459

Invoice

Please Quote:

INVOICE NUMBER: 9542760

 CODDENHAM PARISH COUNCIL
 24 CHURCH CRESCENT
 SPROUGHTON
 IP8 3BJ

Contact: Mal Garwood
Tel: 07874890579
Email: income@suffolk.gov.uk

Page 1
RE:

VAT Registration Number: 104 1787 91

INVOICE NUMBER	9542760	CUSTOMER NUMBER	60283	INVOICE DATE	19-Mar-2024	PLEASE PAY BY	09-Apr-2024
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Description	Net Amount £	VAT Rate %	VAT Amount £	Total £
Coddenham - Various LED upgrades				
Coddenham - Various LED upgrades	2,908.50	20.00	581.70	3,490.20
		NET AMOUNT		2,908.50
		VAT		581.70
		INVOICE TOTAL		3,490.20

PAYMENT COUNTERFOIL
Suffolk County Council

Customer Name	Customer No.	Invoice No.	Amount Due
CODDENHAM PARISH COUNCIL	60283	9542760	£ 3,490.20

WAYS TO PAY ARE SHOWN OVERLEAF

Invoice

Please Quote:

INVOICE NUMBER: 9542756

 CODDENHAM PARISH COUNCIL
 24 CHURCH CRESCENT
 SPROUGHTON
 IP8 3BJ

Contact: Andrew.
 Allberry@suffolkstreetlighting.org
Tel:
Email: income@suffolk.gov.uk

Page 1
RE:

VAT Registration Number: 104 1787 91

INVOICE NUMBER	9542756	CUSTOMER NUMBER	60283	INVOICE DATE	19-Mar-2024	PLEASE PAY BY	09-Apr-2024
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Description	Net Amount £	VAT Rate %	VAT Amount £	Total £
Coddenham Parish Council Street light maintenance				
Street light maintenance Apr to Sep	63.80	20.00	12.76	76.56
Street light maintenance Oct to Mar	62.01	20.00	12.40	74.41
Street light maintenance Admin	12.58	20.00	2.52	15.10
Street light Energy	169.84	20.00	33.97	203.81
Street light Energy Admin	16.98	20.00	3.40	20.38
			NET AMOUNT	325.21
			VAT	65.05
			INVOICE TOTAL	390.26

PAYMENT COUNTERFOIL
Suffolk County Council

Customer Name	Customer No.	Invoice No.	Amount Due
CODDENHAM PARISH COUNCIL	60283	9542756	£ 390.26

WAYS TO PAY ARE SHOWN OVERLEAF

SLCC Enterprises
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

Coddenham Parish Council
4 Webbs Cottages
School Lane
Coddenham
Suffolk
IP6 9PT

Invoice

Invoice No	QL205051-1
Invoice Date	26/03/2024
Account Ref	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Qualification Fee: Maggie Burt (FILCA - England)	£120.00	£120.00	20.00	£24.00

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	120.00
Total Tax Amount	£24.00
Invoice Total	£144.00

Payment Due: 26/04/2024

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Your bill



Invoice for Account 5546452 - Coddenham Parish Council

Coddenham Parish Council
FAO Maggie Burt
24 Church Crescent
Sproughton
Suffolk
IP8 3BJ

Bill Date: 18-02-2024
Due Date: 19-03-2024
Bill Number: 28773804
Account: 5546452

Coddenham Parish Council (5546452)

Usage Summary

Total Calls	17
Total Duration (HH:MM:SS)	01:27:13
Total Data Volume (KB)	269,135
Total Allowance Value	£0.00

Type of Charge for Coddenham Parish Council

Charges	Amount (£)
Voice Calls	£0.00
Other Charges and Credits	£0.00
Data Calls	£0.00
Line Rental Charges	£10.00

Bill Summary

	Amount (£)
Bill Total (ex VAT)	£10.00
VAT @ 20.00% of £10.00	£2.00

Bill Total (inc VAT) Due 19-03-2024:	£12.00
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Subscriber Summary

Subscription	Amount (£)
07548152181 (Mobile Extension O2 Bus Data)	£10.00



Invoice

Billing Cycle from **15 Jan 2024 - 14 Feb 2024**
Charge date: 8 Mar 2024
Invoice date: 8 Mar 2024
Tax point date: 14 Feb 2024

CUSTOMER NAME		SHIPPING ADDRESS		DATE *	PAGES PRINTED		
Maggie Burt		4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB			REGULAR	ROLLOVER	ADDITIONAL
BILLING ADDRESS				18 Jan 2024	1		
4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB				19 Jan 2024	7		
COMPANY NAME				20 Jan 2024	2		
Coddenham Parish Council				5 Feb 2024	67		
INVOICE NUMBER				6 Feb 2024	16		
IIUKDN1082055785				8 Feb 2024	1		
PRINTER				14 Feb 2024	1		
HP ENVY 5544 All-in-One Printer		SERIAL NUMBER					
		TH6BL2R0FS0671					
ACCOUNT NUMBER				OTHER MONTHLY CHARGES		AMOUNT	
2133197289		ACCOUNT PLAN		Paper Add-on base charge		£3.49	
		£4.49 - 100 Pgs / Mo					
PAGES PRINTED							
Regular Pages:		95 - £4.49					
Rollover Pages:		0 - N/A					
Additional Pages:		0 - £0.00					
Total Pages Printed:		95					
PAYMENT BALANCE							
Previous billing cycle charges:		£0.00					
Current billing cycle charges:		£7.98					
Total:		£7.98					
Included VAT (20%):		£1.33					
Subtotal less VAT:		£6.65					

** Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.
*** You have **additional charges** that will appear in the next billing cycle as your printer is currently offline.
**** You have charges from a previous billing cycle because your printer was offline.



Invoice

Billing Cycle from **15 Feb 2024 - 14 Mar 2024**
Charge date: 16 Mar 2024
Invoice date: 16 Mar 2024
Tax point date: 14 Mar 2024

CUSTOMER NAME	SHIPPING ADDRESS	DATE *	PAGES PRINTED		
			REGULAR	ROLLOVER	ADDITIONAL
Maggie Burt	4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB	19 Feb 2024	1		
BILLING ADDRESS		21 Feb 2024	4		
4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB		22 Feb 2024	1		
COMPANY NAME		23 Feb 2024	2		
Coddenham Parish Council		24 Feb 2024	6		
INVOICE NUMBER		26 Feb 2024	6		
IIUKDN1082529484		27 Feb 2024	1		
PRINTER		28 Feb 2024	1		
SERIAL NUMBER		29 Feb 2024	14		
HP ENVY 5544 All-in-One Printer	TH6BL2R0FS0671	1 Mar 2024	7		
ACCOUNT NUMBER		2 Mar 2024	1		
ACCOUNT PLAN		9 Mar 2024	14		
2133197289	£5.49 - 100 Pgs / Mo	12 Mar 2024	13		
PAGES PRINTED		14 Mar 2024	3		

Regular Pages: 74 - £5.49
Rollover Pages: 0 - N/A
Additional Pages: 0 - £0.00

Total Pages Printed: 74

OTHER MONTHLY CHARGES	AMOUNT
Paper Add-on base charge	£3.49

PAYMENT BALANCE

Previous billing cycle charges: **£0.00**
Current billing cycle charges: **£8.98**
Total: £8.98
Included VAT (20%): **£1.50**
Subtotal less VAT: **£7.48**

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TIMESHEET

Name Maggie Burt
Time Period 1-31 March 2024
Position Clerk to the Parish Council @£15.21ph

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
01-Mar	Friday	Emails/Allotments/Feb Payments/Bank Payments	2.25 hours	2.25 hours	
04-Mar	Monday	Emails/Allotments/Meeting Pack	1.5 hours		
05-Mar	Tuesday	Emails/Allotments/Meeting Pack/Feb financial reports	1.75 hours		
06-Mar	Wednesday	Emails/Agenda distribution/Feb Financials/	2.5 hours		
07-Mar	Thursday	Emails/Feb Financials	1.5 hours		
08-Mar	Friday	Emails/HP Instant Ink chaser/Barclaycard chaser	2.0 hours	9.25 hours	
11-Mar	Monday	Emails/Barclaycard/Financial Repts with JCW/Meeting pack update	2.25 hours		
12-Mar	Tuesday	Emails/Mtg Pack updates/FOI request	1.5 hours		
13-Mar	Wednesday	Emails/Admin	1.75 hours		
14-Mar	Thursday	Emails/Admin/CPC Meeting	1.0 hours 2.25 hours		

15-Mar	Friday	E-mails/Allotment letters & agreements/Outlook issues	3.25 hours	
			4.5 hours	13.25 hours
18-Mar	Monday	E-mails/Draft Minutes	2.75 hours	
19-Mar	Tuesday	E-mails/Draft Minutes/UTB forms	2.50 hours	
20-Mar	Wednesday	E-mails/SLCC Renewal/Allotment rent letters	3.50 hours	
21-Mar	Thursday	E-mails/Allotment letters/UTB card application/Audit prep Meeting SG/NIM	2.75 hours 0.25 hours 3.0 hours	
22-Mar	Friday	E-mails/UTB card application/SALC Survey reponse	2.5 hours	14.25 hours
25-Mar	Monday	E-mails/Allotments/MSDC	1.5 hours	
26-Mar	Tuesday	E-mails/Draft minutes/Allotments	1.5 hours	
27-Mar	Wednesday	E-mails/Allotments	2.0 hours	
28-Mar	Thursday	E-mails/Allotments	1.25 hours	6.25 hours
				45.25 hours

Coddenham Parish Council

Ms Margaret Burt

4 Webb Cottages
School Lane
Coddenham
Suffolk
IP6 9BT

4 Webbs Cottsges
School Lane
Coddenham
Suffolk
IP6 9PT

Payments		Deductions	
Taxable Pay	£688.25	Income Tax	£137.60
		Employee NIC	£0.00
Total Payments	£688.25	Total Deductions	£137.60

Net Pay £550.65

Payment Date 01/04/2024

Payment Period Month 12

Employer PAYE Reference 245/YZ63460

Payroll ID BU001

National Insurance Category C

National Insurance Number YR622672A

Tax Code BR wk1mth1

Hours worked 45.25

Additional information

Payslip Version 1