

**CODDENHAM PARISH COUNCIL
SCHEDULE OF JUNE 2024 PAYMENTS**

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
23	BACS	Suffolk Cloud	Website Training	LGA 1972, s142	70.00	0.00	70.00
24	BACS	Ms M L Burt	HP Instant Ink	LGA 1972, s137	9.15	1.83	10.98
25	DD	O2	Clerk's Mobile	LGA 1972, s137	10.35	2.07	12.42
26	BACS	B&Q	Additional Water Butts x 2	LGA 1972, s137	142.00	23.67	165.67
27	BACS	MSDC	Bin Emptying 2024-25	LGA 1972, s137	556.10	111.22	667.32
28	BACS	Banana Print	July Newsletter	LGA 1972, s142	107.56	0.00	107.56
29	BACS	Amazon	Water Butt Connection Kit	LGA 1972, s137	16.29	3.28	19.57
30	BACS	Ms M Burt	Wickes Invoice re Water Butts	LGA 1972, s137	40.62	8.13	48.75
31	BACS	Shrublands Woodland Products	Shaping of Church Gateposts	LGA 1972, s137	30.00	6.00	36.00
32	BACS	Ms M Burt	June Salary	LGA 1972, ss101,111-2	492.80	0.00	492.80
					1474.87	156.20	1631.07



INVOICE

Coddenham Parish Council

Invoice Date
7 Jun 2024

Invoice Number
INV-2024/117

Reference
2024/117

Suffolk Cloud
Station Road
Framlingham
Suffolk
IP13 9EZ
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
On-site website training	1.00	70.00	70.00
		Subtotal	70.00
		TOTAL NO VAT	0.00
		TOTAL GBP	70.00

Due Date: 31 Jul 2024

PAYMENT ADVICE

To: Suffolk Cloud
Station Road
Framlingham
Suffolk
IP13 9EZ
UNITED KINGDOM

Customer Coddenham Parish Council
Invoice Number INV-2024/117
Amount Due 70.00
Due Date 31 Jul 2024
Amount Enclosed

Enter the amount you are paying above



Invoice

Billing Cycle from **15 May 2024 - 14 Jun 2024**
Charge date: 15 Jun 2024
Invoice date: 15 Jun 2024
Tax point date: 14 Jun 2024

CUSTOMER NAME	SHIPPING ADDRESS	DATE *	PAGES PRINTED		
			REGULAR	ROLLOVER	ADDITIONAL
Maggie Burt	4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB	16 May 2024	6		
BILLING ADDRESS		20 May 2024	4		
4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB		21 May 2024	5		
COMPANY NAME		22 May 2024	5		
Coddenham Parish Council		23 May 2024	1		
INVOICE NUMBER		24 May 2024	2		
IIUKDN1087860148		25 May 2024	10		
PRINTER		29 May 2024	11		
HP ENVY 5544 All-in-One Printer		30 May 2024	4		
SERIAL NUMBER		31 May 2024	14		
TH6BL2R0FS0671		4 Jun 2024	15		
ACCOUNT NUMBER		5 Jun 2024	14		
2133197289		6 Jun 2024	3		
ACCOUNT PLAN		7 Jun 2024	6		
£5.49 - 100 Pgs / Mo		8 Jun 2024		4	
PAGES PRINTED		11 Jun 2024		5	11
Regular Pages: 100 - £5.49		14 Jun 2024			5
Rollover Pages: 9 - N/A					
Additional Pages: 16 - £2.00					
Total Pages Printed: 125					
PAYMENT BALANCE		OTHER MONTHLY CHARGES		AMOUNT	
Previous billing cycle charges: £0.00		Paper Add-on base charge		£3.49	
Current billing cycle charges: £10.98					
Total: £10.98					
Included VAT (20%): £1.83					
Subtotal less VAT: £9.15					

** 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.

Your bill



Invoice for Account 5546452 - Coddenham Parish Council

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

Bill Date: 18-06-2024
Due Date: 18-07-2024
Bill Number: 31133388
Account: 5546452

Coddenham Parish Council (5546452)

Usage Summary

Total Calls	19
Total Duration (HH:MM:SS)	00:51:38
Total Data Volume (KB)	173,238
Total Allowance Value	£0.00

Type of Charge for Coddenham Parish Council

Charges	Amount (£)
Other Charges and Credits	£0.00
Data Calls	£0.00
Line Rental Charges	£10.00
Voice Calls	£0.35

Bill Summary

	Amount (£)
Bill Total (ex VAT)	£10.35
VAT @ 20.00% of £10.35	£2.07

Bill Total (inc VAT) Due 18-07-2024:	£12.42
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Subscriber Summary

Subscription	Amount (£)
07548152181 (Mobile Extension O2 Bus Data)	£10.35

CPC Allotment Water Collector Extension Estimate



3 + 4

Mock Up of Extended water collector

Quantity	Size	Description	Price	Link
6	50x100x2400 mm	Treated Timber	£42	https://www.wickes.co.uk/Wickes-Treated-Kiln-Dried-C16-Timber-45-x-95-x-2400mm/p/166403 ✓
2	300 litre	Water Barrels	£120	https://www.trade-point.co.uk/departments/garantia-300l-water-butt/1932786_TP.prd?&gad_source=1&gclid=CjwKCAjwwr6wBhBcEiwAfMEQszGr2BZsMuW8R8BPMACbAFeJu6mjAEqpdCXDYG_cWYRCFIB-oe4uoxoC9pwQAvD_BwE&gclidsrc=aw.ds ✓
2	7 x 150mm	Wickes Timber Drive Hex Head Screws - Pack of 25	£17	https://www.wickes.co.uk/Wickes-Timber-Drive-Hex-Head-Screws-7-x-150mm-Pack-of-25/p/287708?_br_psugg_q=150+mm+screws ✓
2	25x500 mm	Water Butt Connector Pipe Link Kit	£15	https://www.amazon.co.uk/gp/product/B0BG4FG87J/ref=ox_sc_act_image_1?smid=A1CRROS3W2VPHK&th=1 ✓
Total			£190	



Mid Suffolk District Council

Endeavour House
 8 Russell Road
 Ipswich
 Suffolk
 IP1 2BX

Tel: 0300 123 4000

INVOICE

Coddenham Parish Council

Mrs Frankis
 24 Church Crescent
 Sproughton
 Suffolk
 IP8 3BJ

Deliver to:

Mrs Frankis 24 Church Crescent
 Sproughton
 Suffolk
 IP8 3BJ

Invoice No: 2013415

Customer ID: 2000374

Invoice Date: 24/06/2024

Order No: 7024253	Payment Terms: Net 30 days	Contact Person:
Order Date: 21/06/2024	Due Date: 24/07/2024	Your Reference:

PRODUCT ID	DESCRIPTION	QTY	UNIT	UNIT PRICE	DISC %	AMOUNT IN GBP	VAT %
SA934231	Dog Bin Emptying Annual charge from 1-4-24 to 31-3-25	7.00	UN	58.16	0.00	407.12	20.00
SA934221	Litter Bin emptying Annual charge from 1-4-24 to 31-3-25	3.00	UN	49.66	0.00	148.98	20.00

VAT %	Net VAT	VAT Amount	Total
20.00	556.10	111.22	667.32

Total excl. VAT	GBP	556.10
Total VAT	GBP	111.22
Total inc. VAT	GBP	667.32

Banana Print

Order# 1014236			
Date	Print Date	Ship Date	Delivery Date
24 Jun, 2024			

Billing Details

Nick Mills
Willow Farm Barn
Church Road
Coddenham Coddenham IP6 9QA
United Kingdom
Company Name: Coddenham
Parish Council
Phone Number: 07548 152181

Customer Details

Maggie Burt
Company Name: Coddenham
Parish Council
Phone Number: 07548 152181


Shipping Details

Nick Mills
Willow Farm Barn
Church Road
Coddenham Coddenham IP6 9QA
United Kingdom
Company Name: Coddenham
Parish Council
Phone Number: 07548 152181

Payment Details

Payment Method : PayPal
Transaction Id :
Payment Date : 24 Jun, 2024
Shipping Method : _ (Delivery)

Cart Details

Products	Additional Information	Quantity	Price
	A3 Folded to A4 leaflet - (A3) Name : 524685 Additional Options : A4 folded to A3 Leaflets on 170gsm	350	£102.61

Total : £102.61
Shipping Charges : £4.95
Coupon Amount : £0.00
Final Price : £107.56

*paid 25/6/24
by card.*

Your Amazon.co.uk order of 2 x "Water Butt Connector Pipe..."

Amazon.co.uk <auto-confirm@amazon.co.uk>

Tue 25/06/2024 11:43

To:clerk.coddenhampc@gmail.com <clerk.coddenhampc@gmail.com>



Hello,

Thanks for your order. We'll let you know once your item(s) have dispatched. Your estimated delivery date is indicated below. You can view the status of your order or make changes to it by visiting [Your Orders](#) on Amazon.co.uk.

This order is placed on behalf of Coddenham Parish Council.

Order Confirmation

Arriving:

Wednesday, June 26

Your order will be sent to:

**Donald Burton
CODDENHAM
United Kingdom**

Your delivery option:

Premium Delivery

Order #

202-8832539-1726750

[View order details](#)



Water Butt Connector Pipe Link Kit f...

Condition: New

Sold by: YIHUAN Official Store

Fulfilled by Amazon

Qty: 2

£7.29

*paid 25/6/24
by card*

Order Total:

£19.57

Selected Payment Method:

Mastercard



Let's do it right

Telephone / Web Order VAT Receipt

25/06/2024 11:25

Wickes Customer Services Vision House 19 Colonial Way Watford WD24 4JL	Telephone: 0330 123 4123 V.A.T. Number: 336725881
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Order Number: HY-666857718

Mr Guest 4 Webbs Cottages, School Lane, Coddenham, Ipswich United Kingdom IP6 9PT

Paid by Card

		VAT Code
Wickes Treated Kiln Dried C16 Timber - 45 x 95 x 2400mm 166403 x 6	£33	a
Wickes Timber Drive Hex Head Screws - 7 x 150mm - Pack of 25 287708 x 1	£8.75	a
Delivery Charge x 1	£7.00	

Sale Total (inc. VAT) £48.75

V.A.T. Total £8.13

V.A.T. breakdown	Net	V.A.T.	Total
a Standard @ 20.0%	40.62	8.13	48.75

paid 25/6/24 by clerk.

If you've paid by card...
 In the event that you want to return any Wickes product, we promise to provide you with a full refund or offer you an exchange, where possible. Simply return the goods within 30 days, in the original condition and in unused packaging, together with a proof of purchase.

If you've paid by PayPal...
Deliveries:
 PayPal refunds are processed through our Customer Service team which can be initiated using our contact form (www.wickes.co.uk/contactus). All PayPal refunds must be collected via our

INVOICE

No. 44295

Shrubland Woodland Products

THE SAWMILL, OLD NORWICH ROAD, BARHAM, IPSWICH IP6 0PP

Tel: ~~(01473) 83047,2~~ Mob: 07419 982785 E-mail: shrublandsales@gmail.com

VAT REG. No. 632 5956 25

M Coddenham Parish Council

Maggie Wick 27/6/2024

CODE	GOODS	£	p
	For collecting and reshaping posts for churchyard	30	00
TOTAL		30	00
		VAT @ ...20%	6 00
TOTAL		36	00

Shrubland Woodland Products

Thank You
M: 01473 26321
TID: 0271
SCH ID: MCF A3BHDB0628
HANDSET: 1

MASTERCARD
*****0200
KEYED
CARDHOLDER NOT PRESENT

SALE AMOUNT £36.00
TOTAL £36.00

Thank you

28/06/24 10:42
AUTH CODE: 034756
DATA MATCHED

CUSTOMER COPY
PLEASE RETAIN RECEIPT

*Paid by card
JA Abonye*

All sizes quoted are approximate
Wood is a natural product and therefore splitting, warping, twisting and cupping are natural defects and must be regarded as an accepted condition of sale.
All goods supplied remain the property of **Shrubland Woodland Products** until paid for in full.

BANK DETAILS:
Barclays Bank PLC
Sort Code: 20-82-75
Account No.: 53459217

VAT @ ...20%

TOTAL

36 00

clerk.coddenhampc@gmail.com

From: Sarah Gregory <cllrsarahgregory@gmail.com>
Sent: 01 July 2024 07:27
To: Maggie Burt
Cc: Nick Mills
Subject: Re: June timesheet

Thanks Maggie

This is approved

Kind regards
Sarah
Sent from my iPad

On 28 Jun 2024, at 12:47, Maggie Burt <clerk.coddenhampc@gmail.com> wrote:

I attach my timesheet for approval. In future, do you want me to record work on the website as a separate figure, just so how much extra this is costing can be identified?

Kind regards,
Maggie
<TIMESHEET JUNE 2024.xlsx>

Coddenham Parish Council

Ms Margaret Burt

4 Webb Cottages
School Lane
Coddenham
Suffolk
IP6 9BT

4 Webbs Cottages
School Lane
Coddenham
Suffolk
IP6 9PT

Payments		Deductions	
Taxable Pay	£616.00	Income Tax	£123.20
		Employee NIC	£0.00
Total Payments	£616.00	Total Deductions	£123.20

Net Pay £492.80

Payment Date 30/06/2024
Payment Period Month 3
Employer PAYE Reference 245/YZ63460
Payroll ID BU001

National Insurance Category C
National Insurance Number YR622672A
Tax Code BR wklmth1
Hours worked 40.5
Additional information

TIMESHEET

Name Maggie Burt
Time Period 1-30 June 2024
Position Clerk to the Parish Council
 @£15.21ph

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
03-Jun	Mon	Emails/CL/Draft Agenda/Minutes May Payment Schedule	1.0 hours 2.5 hours 3.5 hours		
04-Jun	Tues	Emails/FOI Request/May Payments	2.0 hours		
05-Jun	Weds	Emails/FOI request/Cashbook FILCA Mod 4	1.0 hours 1.0 hours 2.0 hours		
06-Jun	Thurs	Emails/Planning/Cashbook Mtg Sarah/Nick	1.5 hours 1.5 hours 3.0 hours		
07-Jun	Fri	Emails/Planning/FOI Request Suffolk Cloud	2.5 hours 2.0 hours 4.5 hours		15 hours
10-Jun	Mon	Internal Audit prep	4.0 hours		
11-Jun	Tues	Internal Audit prep	1.5 hours		
12-Jun	Weds	Internal Audit submission/Emails/Website	1.5 hours		
13-Jun	Thurs	Emails/Website updates FILCA Mod 4	1.0 hours 0.75 hours		

14-Jun	Fri	Emails/Aprill Financials	<u>1.25 hours</u>	10.0 hours	
17-Jun	Mon	Emails/UTB Applic/Planning	1.25 hours		
18-Jun	Tues	Emails/Agenda/Planning	1.50 hours		
19-Jun	Wed	Emails/Agenda/Website	1.50 hours		
20-Jun	Thurs	Emails/P&P Review	1.50 hours		
21-Jun	Fri	Emails/B&Q order	<u>1.25 hours</u>		7.0 hours
24-Jun	Mon	Emails/Website	2.50 hours		
25-Jun	Tues	Emails/Water butt orders/Schedule of Payments	2.75 hours		
26-Jun	Weds	Emails/Meeting pack prep	0.50 hours		
27-Jun	Thurs	Emails/Meeting pack prep	0.50 hours		
28-Jun	Fri	Emails/Financial Month End prep/Meeting Pack prep	<u>2.25 hours</u>	8.5 hours	
				40.5 hours	