

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

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
14	BACS	Hudsons Signs	Replacement sign Broom Hill	LGA 1975, s139	180.00	36.00	216.00
15	BACS	Cllr Gregory	Bolts for Kissing Gate	LGA 1975, s139	4.88	0.98	5.86
16	BACS	Ms M Burt	Amazon - stationery items	LGA 1975, s139	14.16	2.83	16.99
17	BACS	Ms M Burt	HP Instant Ink	LGA 1975, s139	24.15	4.83	28.98
18	DD	O2	Clerk's mobile	POA 1954, s51	10.00	2.00	12.00
19	BACS	The Coddtenham Centre	Estate management	LGA 1972, s133	4000.00	0.00	4000.00
20	DD	PWLB Repayment	Repayment of Loans PW487910 & PW498630	LGA 1972, s111	6575.92	0.00	6575.92
21	BACS	Suffolk Cloud	Annual charge for hosting website - May 24 to June 25	LGA 1972, s142	150.00	0.00	150.00
22	BACS	Ms M Burt	May salary	LGA 1972, ss101,111-2	517.23	0.00	517.23
<b>TOTALS</b>					<b>11476.34</b>	<b>46.64</b>	<b>11522.98</b>

#### Client Quote Details

Maggie Burt  
Coddenham Parish Council

#### Delivery Address

Maggie Burt  
Coddenham Parish Council

#### Invoice Address

Maggie Burt  
Coddenham Parish Council

## Quotation

Quotation No.	3808	Account Manager	Sophie Perry
Customer No.	1509	E-mail	sophie@hudsongrouppltd.co.uk
Date	02/04/2024		

Product No.	Product Description	Quantity	Subtotal
Bespoke Signage	<b>External Plaque</b> Black traffolyte with white engraved lettering. 455 x 305mm	1	£ 135.00
Artwork Redraw	<b>Artwork Redraw</b>	1	£ 45.00
Delivery	<b>Delivery when passing</b>	1	Included
		<b>Subtotal</b>	£ 180.00
		VAT 20%	£ 36.00
		<b>Total</b>	£ 216.00

**Prices** All listed prices are VAT excluded.  
**Payment Terms** Proforma  
**T&C's** [Click here for terms and conditions.](#)

Invoice

Order No: X11643173653  
Placed on: 2024-09-05 15:09:54  
Completed on: 2024-09-05 15:09:54  
Total value: £ 86  
Operator: Danco -  
Payment type: Card

Code	Name	Qty	Price	Totals	VAT	Band
Items for collection - X11643173653						
95888	Hand drill	1	£4.88	£4.88	£0.98	5
44661	Light washer	1	£0.00	£0.00	£0.00	5
06006	Fastener - Bolt	1	£0.00	£0.00	£0.00	5

VAT Analysis

Band	Rate	Net	VAT	Total
5	20%	£4.88	£0.98	£5.86
		£4.88	£0.98	£5.86

Company Information

Toolstation Ltd  
www.toolstation.com  
0800 100 7-2-11 or 0330 333 3303 (mobile friendly)

Toolstation  
Express Park  
Bridgwater  
Somerset  
TA6 4RN  
United Kingdom

Registered in England 472131 Toolstation Ltd Lodge Way  
House Lodge Way, The Esplanade Road, Northfleet, Kent  
S11 3PL  
VAT No: GB 409 5597 07

**Paid**

Payment reference ID sKznomHzO7AKeihdNLJJ  
 Sold by Plastoreg Eastlight Limited  
 VAT # GB444867949

MAGGIE BURT  
 4 WEBBS COTTAGES, SCHOOL LANE  
 CODDENHAM, SUFFOLK ALC, IP6 9PT  
 GB

Invoice date / Delivery date 07 May 2024  
 Invoice # INV-GB-996111235-2024-74927  
 Total payable £16.99

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

Billing address	Delivery address	Sold by
Maggie Burt 4 WEBBS COTTAGES, SCHOOL LANE CODDENHAM, Suffolk ALC, IP6 9PT GB	Maggie Burt 4 WEBBS COTTAGES, SCHOOL LANE CODDENHAM, Suffolk ALC, IP6 9PT GB	Plastoreg Eastlight Limited Ashton Road DENTON, Manchester, Manchester, M34 3LR GB VAT # GB444867949

**Order information**

Order date	01 May 2024
Order #	202-8941768-1674718
Order placed by	Maggie Burt

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Eastlight Document Wallet Foolscape (Pack 50) Assorted Colours 100% Recycled Paper Manilla ASIN: B0CC5VBPTH	1	£14.16	20%	£16.99	£16.99
Shipping Charges		£0.00		£0.00	£0.00
<b>Invoice total</b>					<b>£16.99</b>
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£14.16	£2.83	
	<b>Total</b>		£14.16	£2.83	

## Your billing statement

HP Instant Ink <donotreply@instantink.hpsmart.com>

Wed 15/05/2024 17:09

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

[SIGN IN](#) [WEB VIEW](#)



Dear Maggie,

We hope you are enjoying your HP Instant Ink service for your **HP ENVY 5544 All-in-One Printer**.

Your most recent billing cycle has just ended and your invoice total has been charged to your credit card on file.

### Charges for billing cycle ending on:

14 April 2024 - 14 May 2024

Subscription ID: 2133197289

Item	Qty	Price
Paper Add-on base charge	1	£3.49
HP Instant Ink Service 100 Page Plan	1	£5.49
Additional page sets of 10 pages	20	£20.00
	Subtotal	£24.15
	Tax	£4.83
	Total	£28.98



# Your bill



## Invoice for Account 5546452 - Coddendam Parish Council

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

**Bill Date:** 18-05-2024  
**Due Date:** 17-06-2024  
**Bill Number:** 30561645  
**Account:** 5546452

## Coddendam Parish Council (5546452)

### Usage Summary

Total Calls	13
Total Duration (HH:MM:SS)	00:40:43
Total Data Volume (KB)	220,641
Total Allowance Value	£0.00

### Type of Charge for Coddendam Parish Council

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

### Bill Summary

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

**Bill Total (inc VAT) Due 17-06-2024:**

**£12.00**

### Subscriber Summary

Subscription	Amount (£)
<a href="#">07548152181 (Mobile Extension O2 Bus Data)</a>	£10.00

Re: Estate Management

Sarah Gregory <clrsarahgregory@gmail.com>

Tue 14/05/2024 10:34

To: Nick Mills <coddenhamcllr.nickmills@gmail.com>; <clerk.coddenhampc@gmail.com> <clerk.coddenhampc@gmail.com>

Maggie

Even if we didn't minutes expressly paying this in one lump sum now, we agreed to pay when we approved the budget so I am happy its included on the next schedule of payments and paid as a lump sum then. Please could you go back to Ray on this basis. Thanks

Kind regards

Sarah

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**From:** Nick Mills <coddenhamcllr.nickmills@gmail.com>

**Date:** Tuesday, 14 May 2024 at 10:23

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

**Cc:** Sarah Gregory <clrsarahgregory@gmail.com>

**Subject:** Re: Estate Management

Hi Maggie,

It was either when we approved the budget for this year or when we agreed to send across both remaining quarterly payments for the final half of our last fiscal year.

Kind regards.

Nick

On 14 May 2024, at 10:16, Maggie Burt <clerk.coddenhampc@gmail.com> wrote:

Thanks, Nick. I've acknowledged Ray's email and said I'd get back to him asap. I'll look through the minutes, I assume from earlier last year, to see what I can find.

Kind regards,  
Maggie

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**From:** Nick Mills <coddenhamcllr.nickmills@gmail.com>

**Sent:** 14 May 2024 10:14

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

**Cc:** ray.collins <ray.collins@thecoddenhamcentre.co.uk>; Sarah Gregory <clrsarahgregory@gmail.com>

**Subject:** Re: Estate Management

Hi Maggie,

We said we'd pay it at the beginning of the fiscal year - so now. I'm sure its minuted somewhere. There is no reason to delay making payment. **Sarah** is in copy, in case I missed something.

Kind regards.

Nick

On 14 May 2024, at 10:00, ray.collins <ray.collins@thecoddenhamcentre.co.uk> wrote:

OK Maggie

The crux is that, although the CPC is not funding the day to day running of TCC, it has always paid for the estate management of the grounds. This has been agreed at £4,000 pa. I have copied Nick in with this email to help clarify

Many thanks

Ray Collins

Treasurer - The Coddenham Centre

Charity Registration: 1183244

[ray.collins@thecoddenhamcentre.co.uk](mailto:ray.collins@thecoddenhamcentre.co.uk)

Winners of the Suffolk Community Award - Community & Village Halls  
Winners of Active Community of the Year

On 14 May 2024, at 09:23, <clerk.coddenhampc@gmail.com> <clerk.coddenhampc@gmail.com> wrote:

Hi Ray,

This isn't something of which I was aware, I'm afraid. Can you give me details of what the PC usually pay and for what? I can add the payment to the May payments schedule but our next meeting isn't until 10 July so I can get it separately approved if necessary.

Kind regards,  
Maggie



Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
<b>CODDENHAM PARISH COUNCIL(SUFFOLK)</b>					
27/05/2024					
<b>LOAN REPAYMENT DUE - REPAYMENT DATE 24/06/2024</b>					
PW487910	40,552.45	4,115.32	912.43	5,027.75	4.500
PW498630	18,314.38	1,121.44	426.73	1,548.17	4.660
<b>TOTAL:</b>	<b>58,866.83</b>	<b>5,236.76</b>	<b>1,339.16</b>	<b>6,575.92</b>	

Your authority has elected to pay loan repayments by direct debit and therefore the sum of £6,575.92 will be debited from your nominated account on 24/06/2024 quoting reference CODDENHAM.  
You need take no further action.  
If you have any queries, please do not hesitate to contact the UK Debt Management Office.





# INVOICE

Coddenham Parish Council

Invoice Date  
28 May 2024

Invoice Number  
INV-2024/109

Reference  
2024/109

Suffolk Cloud  
Station Road  
Framlingham  
Suffolk  
IP13 9EZ  
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
Hosting and Support for website from 1 June 2024 to 31 May 2025	1.00	120.00	120.00
Renewal of domain name for 2 years	1.00	30.00	30.00
		Subtotal	150.00
		TOTAL NO VAT	0.00
		<b>TOTAL GBP</b>	<b>150.00</b>

**Due Date: 30 Jun 2024**



## PAYMENT ADVICE

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

Customer: Coddenham Parish Council  
Invoice Number: INV-2024/109  
Amount Due: 150.00  
Due Date: 30 Jun 2024  
Amount Enclosed

Enter the amount you are paying above

# 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	£646.43	Income Tax	£129.20
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£646.43</b>	<b>Total Deductions</b>	<b>£129.20</b>

**Net Pay** £517.23

Payment Date 01/06/2024  
Payment Period Month 2  
Employer PAYE Reference 245/YZ63460  
Payroll ID BU001

National Insurance Category C  
National Insurance Number YR622672A  
Tax Code BR wk1mth1  
Hours worked 42.5

Additional information

Payslip Version 1

## Re: Timesheet

Sarah Gregory <cllrsarahgregory@gmail.com>

Mon 03/06/2024 18:48

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

Approved. Many thanks

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**From:** Maggie Burt <clerk.coddenhampc@gmail.com>

**Date:** Monday, 3 June 2024 at 13:24

**To:** Sarah Gregory <cllrsarahgregory@gmail.com>

**Subject:** Timesheet

Hi

I attach my timesheet for May for approval.

Kind regards,  
Maggie

**TIMESHEET**

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

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
01-May	Weds	Emails/Mtg Pack	2.75 hours		
02-May	Thurs	Emails/Mtg Pack/Audit prep	2.0 hours		
03-May	Fri	Mtg Pack/Emails/Cil & AGAR Reports	3.0 hours	<b>7.75 hours</b>	
07-May	Tues	Emails/FILCA Module 2	1.5 hours		
08-May	Weds	Emails/Internal AuditP rep/FILCA Module 3 APC Meeting	2.5 hours 2.25 hours 4.75 hours		
09-May	Thurs	Emails/APM Prep/Allotment Agmt	2.0 hours		
10-May	Fri	Emails/Planning Portal/Asset Register/April Payments	1.5 hours	<b>9.75 hours</b>	
13-May	Mon	Emails/Draft Minutes	2.75 hours		
14-May	Tues	Emails/	1.5 hours		
15-May	Weds	Emails/Outlook updates Annual Parish Mtg	1.25 hours <u>2.0 hours</u>	<b>7.5 hours</b>	
20-May	Mon	Emails/Draft Minutes	3.0 hours		

21-May	Tues	Emails/Financial Reporting (JCW)	2.5 hours
22-May	Weds	Emails/UTB payments/Defibrillator	2.0 hours
23-May	Thurs	Emails/Website	1.75 hours
24-May	Fri	Emails/Draft Minutes	1.75 hours
			<b>11.0 hours</b>
28-May	Tues	Emails/Draft Minutes	2.25 hours
29-May	Weds	Emails/Draft APM Minutes/Apr Financials	2.0 hours
30-May	Thurs	Emails/FilCA Mod 3	1.25 hours
31-May	Fri	Emails/Draft Agenda	1.0 hours
			<b>6.5 hours</b>
			<b>42.50 hours</b>