

CODDENHAM PARISH COUNCIL
SCHEDULE OF OCTOBER 2024 BACS PAYMENTS

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
48	BACS	SALC	Budgeting Training course		35.00	7.00	42.00
49	BACS	Suffolk County Council	Parish Walks Newsletter		500.00	0.00	500.00
50	BACS	Ms M L Burt	Clerk's Salary (Inc Backdated Increase from 1 April 24)		676.80	0.00	676.80

Total BACS Payments

<u>1211.80</u>	<u>7.00</u>	<u>1218.80</u>
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Suffolk Assn. of Local Councils
Units 1 & 2 Hill View Business Park
Claydon
Ipswich
IP6 0AJ

VAT Number:825 0232 65

Invoice To

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

Invoice No29326

Invoice Date 03/10/2024

Customer A/c No:5009

Description	Quantity	Unit Price	Price	VAT
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Invoice for Budgeting	1.00	35.00	35.00	20%
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Date - 1st October 2024

Delegate Name - Maggie Burt

Payment DUE DATE02/12/2024

Net	35.00
VAT	7.00
Gross	42.00

Bank details:
Sort Code: 20-44-51
Account number: 00866105

Detach

Please detach this REMITTANCE SLIP and enclose with your payment

Account Ref : 5009

Invoice No : 29326

Account Name : Coddenham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils

Invoice

Please Quote:

INVOICE NUMBER: 9549762

CODDENHAM PARISH COUNCIL
MAGGIE BURT
4 WEBBS COTTAGES
SCHOOL LANE
CODDENHAM
SUFFOLK
IP6 9PT

Contact: jennifer.green@suffolk.gov.uk

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Tel:

Email: income@suffolk.gov.uk

RE:

VAT Registration Number: 104 1787 91

INVOICE NUMBER	9549762	CUSTOMER NUMBER	60283	INVOICE DATE	02-Oct-2024	PLEASE PAY BY	23-Oct-2024
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Description	Net Amount £	VAT Rate %	VAT Amount £	Total £
Coddenham Leaflet				
Coddenham Discover Suffolk Leaflets	515.00	0.00	0.00	515.00
			NET AMOUNT	515.00
			VAT	0.00
			INVOICE TOTAL	515.00

*£500 Locality Grant
£15 Gardener.*

PAYMENT COUNTERFOIL

Suffolk County Council

Customer Name	Customer No.	Invoice No.	Amount Due
CODDENHAM PARISH COUNCIL	60283	9549762	£ 515.00

WAYS TO PAY ARE SHOWN OVERLEAF

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	£846.00	Income Tax	£169.20
		Employee NIC	£0.00
Total Payments	£846.00	Total Deductions	£169.20

Net Pay £676.80

Payment Date 31/10/2024 National Insurance Category C
 Payment Period Month 7 National Insurance Number YR622672A
 Employer PAYE Reference 245/YZ63460 Tax Code BR wklmth1
 Payroll ID BU001 Hours worked 42.75
 Additional information Backdated pay 1 Apr-30 Sept 24 = £168.84

TIMESHEET

Name Maggie Burt
Time Period 1-31 October 2024
Position Clerk to the Parish Council

£15.21ph
 £15.84ph from 1 April 2024

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
01-Oct	Tues	Emails/Fol response/Budgeting Zoom course	3.0 hours		
02-Oct	Wed	Emails/Budget & Precept/BACS payments	2.5 hours		
03-Oct	Thurs	Emails/UTB Payments/Sept Financial Reports	2.0 hours		
04-Oct	Fri	Emails/Fol response	1.5 hours	9.0 hours	
07-Oct	Mon	Emails/Website	1.5 hours		
08-Oct	Tues	Emails/Fol Response	1.25 hours		
09-Oct	Wed	Emails/Financials	1.25 hours		
10-Oct	Thurs	Emails/Draft Agenda/Eastwood quotes	1.0 hours		
11-Oct	Fri	Emails/Mtg JCW	2.25 hours		
12-Oct	Sat	Emails/Banana Print order	0.75 hours	8.0 hours	
14-Oct	Mon	Emails/Banana Print/Declarations of Interest	2.0 hours		
15-Oct	Tues	Emails/Mtg Prep	1.5 hours		
16-Oct	Weds	Emails/Agenda/Budget/1:2:2 & Appraisal/	4.0 hours		
17-Oct	Thurs	Emails/Agenda/Town & Parish Mtg	3.5 hours		
18-Oct	Fri	Emails/Agenda/MSDC	2.0 hours	13.0 hours	
21-Oct	Mon	Emails/Parish Mtgs/Agenda updates	1.5 hours		
22-Oct	Tues	Emails/Agenda update	1.5 hours		
23-Oct	Wed	Emails/Agenda/Mtg Pack	1.75 hours		
24-Oct	Thurs	Emails/Mtg Pack	1.5 hours		
25-Oct	Fri	Emails/Draft Budget/Revised Agenda	2.25 hours	8.5 hours	
28-Oct	Mon	Emails/Mtg Pack Liaison Mtg - TCC	1.0 hours 0.75 hours 1.75 hours		
29-Oct	Tues	Emails/Mtg Pack	1.5 hours		
30-Oct	Weds	Emails/Website	0.5 hours		
31-Oct	Thurs	Emails	0.5 hours	4.25 hours	42.75 hours