

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

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
42	BACS	Zurich Insurance Co	Insurance 2024-25	LGA 2000, s101	396.56	0.00	396.56
43	BACS	Cllr J Soanes	Wood preserver & brushes - benches	PHA 1875, s164	27.00	0.00	27.00
44	BACS	Ms M Burt	Clerk's Salary	LGA 1972, ss101, 111,112	362.10	0.00	362.10
<b>Total BACS Payments</b>					<b>785.66</b>	<b>0.00</b>	<b>785.66</b>

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

**Zurich Town, Parish and  
Community Council Team**  
PO Box 726  
Chichester  
PO19 9PS

## Invoice

Invoice Date: 14th August 2024

Invoice No: 536229531

Client ref: 3698669

Policy	Policy Term	(£) Premium
YLL-2720874473	01/10/2024-30/09/2025	354.07
Inspection Contract (If Applicable)		0.00
Sub total		354.07
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		42.49
<b>TOTAL</b>		<b>£396.56</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our new bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

Our VAT registration number is: 107 8316 77

**Zurich Municipal is a trading name of Zurich Insurance Company Ltd.** A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

TOTAL: £27-00  
PAYABLE TO CLK SOANES.

**Wickes**

It's got our name on it.

8493 Wickes Stowmarket	
Gipping Way Stowmarket Suffolk Tel : 01449 601069	IP14 1EY.
V A T	336 7258 81

11/07/24 08:54 02-3725

027 QB1

R/Seal Ulti H/W G/Furn ClrNtrl Matt750M1		
174189 1 @ £17.00	17.00	a
Wire Scratch Brush		
600775 1 @ £3.50	3.50	a
Prodec Trojan Brush Set		
236330 1 @ £10.00	10.00	a
SALE Total	30.50	

**£30.50**

Visa Debit 30.50-

Auth 006121

Merchant : 3013488

TerminalID : 0000000000000000

Card \*\*\*\*\*0708

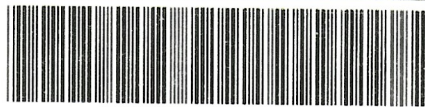
Contactless

Please debit my account with  
the amount specified

PLEASE RETAIN THIS FOR YOUR RECORDS

V.A.T. Breakdown		
a 30.50	@ 20.000% VAT	5.08
	Total VAT	5.08

Total No of Items:3



\*493023725110724\*

Wickes may ask for your personal details on refunds, this is to monitor and prevent against fraud. Data given will be used in accordance with our privacy policy. You are not obliged to provide your personal details to obtain a refund from Wickes.

How was your visit today?  
Let us know and  
you could win £250.  
Simply visit: [tellwickes.com](http://tellwickes.com)

# 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	£452.50	Income Tax	£90.40
		Employee NIC	£0.00
<b>T total Payments</b>	<b>£452.50</b>	<b>T total Deductions</b>	<b>£90.40</b>

**Net Pay** £362.10

Payment Date 31/08/2024  
Payment Period Month 5  
Employer PAYE Reference 245/YZ63460  
Payroll ID BU001

National Insurance Category C  
National Insurance Number YR622672A  
Tax Code BR wk1mth1  
Hours worked 29.75  
Additional information

## Re: August Timesheet

Sarah Gregory <cllrsarahgregory@gmail.com>

Sun 01/09/2024 19:29

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

Thanks Maggie.

Approved

Kind regards

Sarah

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

**Date:** Sunday, 1 September 2024 at 11:09

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

**Subject:** August Timesheet

Hi, Sarah

I attach my August timesheet for approval.

Kind regards,  
Maggie

**TIMESHEET**

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

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
01-Aug	Thurs	Emails/Timesheet/Salary payment	1.0 hour		
02-Aug	Fri	Emails/UTB statements	0.75 hours	<u>1.75 hours</u>	
03-Aug	Sat	Publish Agenda/BACS payments	0.5 hours		
05-Aug	Mon	Emails/CILCA research	1.0 hours		
06-Aug	Tues	Emails/Website updates	1.75 hours		
07-Aug	Weds	Emails/DDs/Draft Agenda	1.0 hours		
08-Aug	Thurs	Emails/Draft Agenda	1.5 hours		
09-Aug	Fri	Emails/Finance Reports/Grounds Maintenance tender invitation	3.0 hours	<u>8.75 hours</u>	
12-Aug	Mon	Emails/Website	1.25 hours		
13-Aug	Tues	Emails/Website	1.0 hour		
14-Aug	Wed	Emails/Draft Allotment letter	1.25 hours		
15-Aug	Thurs	Emails/Allotment letter	0.75 hours		

16-Aug	Fri	Emails/SALC response	<u>1.25 hours</u>	<b>5.5 hours</b>
19-Aug	Mon	Emails/Publishin Agenda/Meeting Pack prep	2.0 hours	
20-Aug	Tues	Emails/Website/Meeting Pack prep	1.50 hours	
21-Aug	Weds	Emails/VAT Reclaim	2.0 hours	
22-Aug	Thurs	Emails/VAT Reclaim/Litter picking posters/Mtg Pack distribution	2.0 hours	
23-Aug	Fri	Emails/UTB statements	<u>0.75 hours</u>	<b>8.25 hours</b>
26-Aug	Mon	Emails	0.25 hours	
27-Aug	Tues	Emails/Expenditure over £500	0.75 hours	
28-Aug	Weds	Emails/UTB payments	1.25 hours	
29-Aug	Thurs	Emails/Financial Ombudsman Complaint	2.0 hours	
30-Aug	Fri	Emails/Website	<u>1.25 hours</u>	<b>5.50 hours</b>
				<b>29.75 hours</b>