

**CODDENHAM PARISH COUNCIL  
SCHEDULE OF SEPTEMBER 2024 BACS PAYMENTS**

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
45	BACS	Cllr Gregory	Land Registry search fee	LGA 1972, s111	3.00	0.00	3.00
46	BACS	PKF Littlejohn	External Audit Fee	LGA 1972, s111	210.00	42.00	252.00
47	BACS	Ms ML Burt	Clerk's Salary	LGA 1972, ss101, 111,112	556.86	0.00	556.86

**Total BACS Payments**

<b>769.86</b>	<b>42.00</b>	<b>811.86</b>
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**FW: Your payment of £3.00 to Search for land and property information was successful**

Sarah Gregory <sarahjane\_gregory@hotmail.com>

Thu 12/09/2024 10:04

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

Please can CPC reimburse me for this in due course. It was the title search for the DH for the enforcement letter. Thanks

Kind regards

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**From:** GOV.UK Pay <gov.uk.pay@notifications.service.gov.uk>

**Date:** Wednesday, 11 September 2024 at 19:24

**To:** sarahjane\_gregory@hotmail.com <sarahjane\_gregory@hotmail.com>

**Subject:** Your payment of £3.00 to Search for land and property information was successful

Image  
removed  
by  
sender.

GOV.UK

## **Your payment of £3.00 to Search for land and property information was successful**

Payment for: Title register

Reference: 1000005983788

Date of payment: 11 September 2024 – 19:21:25

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.



Ms Maggie Burt  
Coddendam Parish Council

**Our ref** SF0094  
**SAAA Ref** SB02132  
**Invoice No.** SB20242766  
**VAT No.** GB 440 4982 50  
**Email:** sba@pkf-l.com  
**Date:** 25 September 2024

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£210.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£210.00</b>
<b>VAT @ 20%</b>	<b>£42.00</b>
<b>TOTAL PAYABLE</b>	<b>£252.00</b>

**THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE**

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc**  
**Address: 1-3 Bishopsgate, London, EC2N 3AQ**  
**Sort Code: 40-02-31**  
**Account number: 11070797**  
**Account Name: PKF Littlejohn LLP**  
**Please include SF0094 or Coddendam Parish Council as the reference.**

**For account queries, contact [sba@pkf-l.com](mailto:sba@pkf-l.com)**

**PKF Littlejohn LLP**  
15 Westferry Circus,  
Canary Wharf, London  
E14 4HD

**T: +44 (0)20 7516 2200**  
**[www.pkf-l.com](http://www.pkf-l.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	£695.86	Income Tax	£139.00
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£695.86</b>	<b>Total Deductions</b>	<b>£139.00</b>

**Net Pay £556.86**

Payment Date 30/09/2024  
Payment Period Month 6  
Employer PAYE Reference 245/YZ63460  
Payroll ID BU001

National Insurance Category C  
National Insurance Number YR622672A  
Tax Code BR wklmth1  
Hours worked 45.75  
Additional information

**Re: September Timesheet**

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**From** Sarah Gregory <cllrSarahgregory@gmail.com>

**Date** Tue 01/10/2024 11:16

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

Maggie

Approved. Please can we discuss your FOIA timesheet at the meeting on 16/10 as we will need to budget separately for your time. Thanks

Sent from my iPhone

On 1 Oct 2024, at 11:02, Maggie Burt <clerk.coddenhampc@gmail.com> wrote:

Please see my timesheet attached for approval.

Kind regards,

Maggie

<TIMESHEET SEPT 2024.xlsx>

**TIMESHEET**

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

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
01-Sep	Sun	Emails/Mtg Prep	1.50 hours		
02-Sep	Mon	Emails/Mtg Prep/Banking CPC Meeting	1.50 hours 2.50 hours 4.0 hours		
03-Sep	Tues	Emails/Action List/BACS Payments	2.5 hours		
04-Sep	Weds	Emails/Housing Survey/VAT reconciliation	1.50 hours		
05-Sep	Thurs	Emails/Draft Minutes	3.25 hours		
06-Sep	Fri	Emails/Actions from Mtg	3.50 hours	<b>16.25 hours</b>	
09-Sep	Mon	Emails/External Audit	1.25 hours		
10-Sep	Tues	Emails/External Audit	2.0 hours		
11-Sep	Weds	Emails/External Audit queries	4.0 hours		
12-Sep	Thurs	Emails/CW Mtg re Ext Audit Queries	4.0 hours		
13-Sep	Fri	Emails/External Audit/Action Points	2.5 hours	<b>13.75 hours</b>	
16-Sep	Mon	Emails/Draft Action Tasks	2.0 hours		
17-Sep	Tues	Emails/Reorganising Data/Allotment letters	1.50 hours		
18-Sep	Weds	Emails/Aug Cashbook/Website	1.50 hours		
19-Sep	Thurs	Emails/Aug Fin Reports	1.50 hours		
20-Sep	Fri	Emails/Appraisal Policy	0.50 hours		
21-Sep	Sat	Emails/6 Nov Agenda	0.50 hours	<b>7.5 hours</b>	
23-Sep	Mon	Emails/Website	1.5 hours		
24-Sep	Tues	Emails/Website/Draft Agenda	1.5 hours		
25-Sep	Weds	Emails/Website	0.75 hours		
26-Sep	Thurs	Emails/Website/Foi Request	1.5 hours		
27-Sep	Fri	Emails/Appraisal/Ext Audit Reports	1.75 hours		
28-Sep	Sat	Emails	0.25 hours	<b>7.25 hours</b>	
30-Sep	Mon	Emails/HMRC/£500+ Expenditure	1.0 hours	<b>1.0 hours</b>	<b>45.75 hours</b>