

**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	£621.72	Income Tax	£124.20
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£621.72</b>	<b>Total Deductions</b>	<b>£124.20</b>

**Net Pay £497.52**

Payment Date            30/11/2024            National Insurance Category    C  
 Payment Period        Month 8                National Insurance Number    YR622672A  
 Employer PAYE Reference   245/YZ63460        Tax Code                    BR wklmth1  
 Payroll ID                BU001                    Hours worked                39.25  
 Additional information

**Re: Nov Timesheet**

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**From** Sarah Gregory <cllrsarahgregory@gmail.com>  
**Date** Tue 03/12/2024 11:09  
**To** Maggie Burt <clerk.coddenhampc@gmail.com>

Thanks. Approved.

Kind regards

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**From:** Maggie Burt <clerk.coddenhampc@gmail.com>  
**Date:** Monday, 2 December 2024 at 10:15  
**To:** Sarah Gregory <cllrsarahgregory@gmail.com>  
**Subject:** Nov Timesheet

Morning, Sarah  
Please find attached my timesheet for November for approval.

Kind regards,  
Maggie

**TIMESHEET**

**Name** Maggie Burt  
**Time Period** 1-30 November 2024  
**Position** Clerk to the Parish Council £15.84ph

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
01-Nov	Fri	E-mails/Accounts/ Mtg with D McConnell	1.0 hours <u>1.0 hours</u> 2.0 hours	<b>2.0 hours</b>	
02-Nov	Sat	E-mails/Oct Financials/Payroll	2.25 hours		
03-Nov	Sun	E-mails/Payments	0.50 hours		
04-Nov	Mon	E-mails/Oct Financials/Draft Budget	1.75 hours		
05-Nov	Tues	E-mails/Website/Oct financials	1.50 hours		
06-Nov	Weds	E-mails/Website PC Meeting	2.0 hours 2.25 hours		
07-Nov	Thurs	E-mails/Actions from Mtg	3.5 hours		
08-Nov	Fri	E-mails/Website/Publish 2 Sept Minutes	<u>1.0 hours</u>	<b>14.75 hours</b>	
11-Nov	Mon	E-mails/Hicks letter/Churchyard Wall letters/Wickes order	1.75 hours		
12-Nov	Tues	E-mails/Draft Minutes	3.75 hours		
13-Nov	Wed	E-mails/Eastwood invoices/quotes/Wickes order	1.50 hours		
14-Nov	Thurs	E-mails/Wickes/Eastwood	2.0 hours		
15-Nov	Fri	E-mails/Website	<u>2.0 hours</u>	<b>11.0 hours</b>	
18-Nov	Mon	E-mails/Website	1.50 hours		
19-Nov	Tues	E-mails/Minutes/Mtg DayFoundation	2.75 hours		
20-Nov	Weds	E-mails/	0.75 hours		
21-Nov	Thurs	E-mails/Draft Minutes	1.0 hours		
22-Nov	Fri	E-mails/Website	<u>1.0 hours</u>	<b>7.0 hours</b>	
25-Nov	Mon	E-mails/Website	0.75 hours		
26-Nov	Tues	E-mails/Website/Planning	1.0 hours		
27-Nov	Weds	E-mails/Training course bookings	1.0 hours		
28-Nov	Thurs	E-mails/Churchyard Wall/SCC Highways	1.0 hours		
29-Nov	Fri	E-mails/Website	<u>0.75 hours</u>	<b>4.5 hours</b>	

**39.25 hours**