

CODDENHAM PARISH COUNCIL

SCHEDULE OF PAYMENTS – April 2024

| Folio No | Payment Type | Payee                    | Details   | Power to Spend        | Net     | VAT    | Total   |
|----------|--------------|--------------------------|---|-----------------------|---------|--------|---------|
| 95       | BACS         | Ms M L Burt              | Microsoft 365 Subscription                            | LA 2011 ss1-8         | 64.00   | 15.99  | 79.99   |
| 96       | BACS         | Ms M L Burt              | Norton Subscription                                   | LA 2011 ss1-8         | 16.66   | 3.33   | 19.99   |
| 1        | BACS         | SALC                     | Membership 2024/25                                    | LGA 1972, s111        | 308.39  | 0.00   | 308.39  |
| 2        | BACS         | Cllr. S Gregory          | Land registry search fee                              | LGA 1972, s111        | 6.00    | 0.00   | 6.00    |
| 3        | BACS         | Ms M L Burt              | Stationery Items                                      | LGA 1972, S139        | 9.99    | 2.00   | 11.99   |
| 4        | BACS         | Ms M L Burt              | Stationery Items                                      | LGA 1972, S139        | 28.75   | 5.78   | 34.53   |
| 5        | DD           | O2                       | Clerk's mobile  | POA 1954, s51         | 10.00   | 2.00   | 12.00   |
| 6        | DD           | Unity Trust Bank         | Multipay SetUp Fee                                    | LGA 1972, s111        | 50.00   | 0.00   | 50.00   |
| 7        | BACS         | Glasdons                 | Ground Fixing Kit                                     | LGA 1972, s139        | 57.46   | 11.49  | 68.95   |
| 8        | BACS         | Ms M Burt                | HP Instant Ink  | LGA 1972, S139        | 28.32   | 5.66   | 33.98   |
| 9        | BACS         | British Recycled Plastic | 5 no picnic benches, incl 1 no with wheelchair access | LGA 1972, S133        | 1870.28 | 374.06 | 2244.34 |
| 10       | BACS         | Cllr N Mills             | Gravel for Closed Churchyard                          | LGA 1972, S133        | 124.00  | 0.00   | 124.00  |
| 11       | BACS         | Cllr N Mills             | Gateposts for Closed Churchyard                       | LGA 1972, S133        | 237.66  | 47.53  | 285.19  |
| 12       | DD           | HMRC                     | Tax Jan/Feb/Mar 2024                                  | LGA 1972, ss101,111-2 | 391.60  | 0.00   | 391.60  |
| 13       | BACS         | Ms M L Burt              | April salary  | LGA 1972, ss101,111-2 | 581.20  | 0.00   | 581.20  |

KEY: Folio Nos 95/96 paid 8 April 2024

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## Services & subscriptions



Microsoft 365 Family

Next charge on 02/04/2025. £79.99 including VAT



Manage: Microsoft 365 Family  
Renews on 02/04/2025



Share: Microsoft 365 Family  
Sharing with 0 of 5 people

Manage

Recurring billing on

Payment method

**£79.99**

Every year including VAT



MasterCard \*\*7386

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Install premium Microsoft 365 apps like Word, Excel, and PowerPoint on your device.



Share your subscription with up to five others. You have 5 shares left.



Explore your subscription benefits, including 1 TB of cloud storage for each person you share with and more.

Related

[Get billing help](#)

## **Order Information**

**Order Number: NP298514106**

Name: MsML

Payment Method: MASTERCARD ending in 7386

## **Information**

**Price: £ 19.99**

**Norton™ 360 Premium**

Product Key: XGVR98FKJRMQ6KYG2TG9KKFWD

Serial Number: 7K7TQV6BYW3T

1 year(s) – 10 device(s), 75GB storage, Secure VPN

Subscription Service with Download - Qty: 1

Supports [Microsoft® Windows®, Mac OS®, iOS®, Android™](#)

## **Annual Subscription & Automatic Renewal Payment Authorization**

Your Credit/Debit Card was charged for the total amount of the order.

SubTotal: £ 16.66

United Kingdom Tax (20%): £ 3.33

**Total: £ 19.99**

The same Credit/Debit Card will also be used for any other automatically renewing subscription active on this account.

To review, edit or cancel your subscription renewal in your account:

1. Sign in to [my.norton.com](https://my.norton.com)
2. Visit "Renewal Settings" tab
3. Click "Cancel Subscription Renewal" next to the subscription you want to cancel the renewal for
4. Confirm cancellation

We'd like to remind you that you consented to immediate performance of your contract and acknowledged that you will lose your statutory withdrawal right once the download has begun and/or service is fully performed. However,



**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 No**28547

**Invoice Date** 01/04/2024

**Customer A/c No:**5009

| Description                              | Quantity | Unit Price | Price | VAT |
|--|----------|------------|-------|-----|
| SALC Membership Subscription for 2024/25 | 1.00     | 308.39     | 308.3 | 0%  |

Please keep a copy of this invoice for your records

**Payment DUE DATE**31/05/2024

|              |        |
|--------------|--------|
| <b>Net</b>   | 308.39 |
| <b>VAT</b>   | 0.00   |
| <b>Gross</b> | 308.39 |

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 : 28547

Account Name : Coddenham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils

**clerk.coddenhampc@gmail.com**

---

**From:** sarah gregory <sarahjane\_gregory@hotmail.com>  
**Sent:** 02 April 2024 19:09  
**To:** <clerk.coddenhampc@gmail.com>  
**Subject:** FW: Your payment of £6.00 to Search for land and property information was successful

For reimbursement please

---

**From:** "GOV.UK Pay" <gov.uk.pay@notifications.service.gov.uk>  
**Reply to:** <gov.uk-pay-no-reply@digital.cabinet-office.gov.uk>  
**Date:** Tuesday, 2 April 2024 at 18:43  
**To:** <sarahjane\_gregory@hotmail.com>  
**Subject:** Your payment of £6.00 to Search for land and property information was successful

 **GOV.UK**

## Your payment of £6.00 to Search for land and property information was successful

Payment for: Title register and title plan  
Reference: 1000004781467  
Date of payment: 2 April 2024 – 18:42:25

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



Details for Order #202-4986917-1455529

Order Placed: 9 April 2024  
Amazon.co.uk order number: 202-4986917-1455529  
Order Total: £11.99

| Not Yet Dispatched   |              |
|--|--------------|
| <b>Items Ordered</b>   | <b>Price</b> |
| 1 of: <i>Eastlight A4 Lever Arch Files Black &amp; White Pack of 3</i><br>Sold by: Eastlight Outlet ( <a href="#">seller profile</a> )<br>Condition: New | £11.99       |
| <b>Shipping Address:</b><br>Maggie Burt<br>4 WEBBS COTTAGES<br>SCHOOL LANE<br>CODDENHAM, IP6 9PT<br>United Kingdom                                       |              |
| <b>Shipping Speed:</b><br>One-Day Delivery   |              |

| Payment information   |  |
|---|--|
| <b>Payment Method:</b><br>MasterCard/EuroCard   Last digits: 7386   | Item(s) Subtotal: £9.99<br>Postage & Packing: £0.00    |
| <b>Invoice Address:</b><br>Maggie Burt<br>4 WEBBS COTTAGES<br>SCHOOL LANE<br>CODDENHAM, IP6 9PT<br>United Kingdom | Total Before VAT: £9.99<br>VAT: £2.00<br>Total: £11.99 |
|   | <b>Grand Total: £11.99</b>                             |

To view the status of your order, return to [Order Summary](#).

**Please note:** this is not a VAT invoice.

Order Placed: 9 April 2024  
 Amazon.co.uk order number: 202-0329576-1368369  
 Order Total: £34.53

| Not Yet Dispatched  |              |
|---|--------------|
| <b>Items Ordered</b>  | <b>Price</b> |
| 1 of: 42Pcs Bulldog Clips 25mm Binder Clips Metal Foldback Clips Middle Swallowtail Clip File Money Papper Stationary Clamps<br>for Office School Home Kitchen Shops<br>Sold by: Hononwii ( <a href="#">seller profile</a> )<br>Condition: New                      | £5.97        |
| 1 of: Elba 5 Pack A4 File Dividers, 10 Part Card Folder Dividers<br>Sold by: Amazon.co.uk<br>Condition: New   | £8.09        |
| 1 of: Expanding File Organisers, 24 Pockets Document Organiser Filing Boxes, Expanding File Folder, Accordion A4 Filing Folders<br>Plastic Wallets,Bills Storage Box with Lid(Black)<br>Sold by: Happyshop4you ( <a href="#">seller profile</a> )<br>Condition: New | £9.99        |
| 1 of: SUMMIT Punched Poly Pockets A4, Glass Clear, 100 Plastic Wallets<br>Sold by: Amazon Business UK ( <a href="#">seller profile</a> )<br>Business Price<br>Condition: New  | £5.49        |
| <b>Shipping Address:</b><br>Maggie Burt<br>4 WEBBS COTTAGES<br>SCHOOL LANE<br>CODDENHAM, IP6 9PT<br>United Kingdom  |              |
| <b>Shipping Speed:</b><br>Premium Delivery  |              |

| Payment information   |                            |
|---|----------------------------|
| <b>Payment Method:</b><br>MasterCard/EuroCard   Last digits: 7386   | Item(s) Subtotal: £24.60   |
|   | Postage & Packing: £4.15   |
| <b>Invoice Address:</b><br>Maggie Burt<br>4 WEBBS COTTAGES<br>SCHOOL LANE<br>CODDENHAM, IP6 9PT<br>United Kingdom | Total Before VAT: £28.75   |
|   | VAT: £5.78                 |
|   | Total: £34.53              |
|   | <b>Grand Total: £34.53</b> |

To view the status of your order, return to [Order Summary](#).

# Your bill



## Invoice for Account 5546452 - Coddendam Parish Council

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

**Bill Date:** 18-03-2024  
**Due Date:** 17-04-2024  
**Bill Number:** 29378444  
**Account:** 5546452

## Coddendam Parish Council (5546452)

### Usage Summary

|                           |          |
|---------------------------|----------|
| Total Calls               | 22       |
| Total Duration (HH:MM:SS) | 01:25:12 |
| Total Data Volume (KB)    | 256,804  |
| Total Allowance Value     | £0.00    |

### Type of Charge for Coddendam Parish Council

| Charges                   | Amount (£) |
|---------------------------|------------|
| Line Rental Charges       | £10.00     |
| Other Charges and Credits | £0.00      |
| 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 17-04-2024:**

**£12.00**

### Subscriber Summary

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



**Glasdon UK Limited**
**Invoice Address**

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

Our VAT Registration No.: GB 155 8470 44

**Delivery Address**

Maggie Burt  
 Coddenham Parish Council  
 Old Police House  
 School Road  
 Coddenham  
 Suffolk  
 IP6 9PR

**Customer Account Code** : 590138439

**Invoice Date** : 18/04/2024

**Invoice No** : SI884507

**Order Date** : 12/04/2024

**Order No** : 3137125

**Customer Ref No** : Maggie Burt

**Advice Note No** : 3137125

**Delivery Via** : Standard Carrier Service Levels

**Page No** : 1 of 1

| No. | Product Code | Product Description                                    | Qty | Unit Price | Total Price | Discount | Total Net Price |
|-----|--------------|--|-----|------------|-------------|----------|-----------------|
| 1   | 054/6910     | FLUSH GROUND CONCRETE-IN FIXING SYSTEM FOR LITTER BINS | 1   | 44.96      | 44.96       | 0.00%    | 44.96           |

**Comments**

|                      |       |
|----------------------|-------|
| <b>Subtotal</b>      | 44.96 |
| <b>Delivery</b>      | 12.50 |
| <b>VAT @ 20.00%</b>  | 11.49 |
| <b>Total Payable</b> | 68.95 |

Pound Sterling

**Bank Details**

HSBC UK Bank Plc  
 Sort Code: 40-12-13  
 Account No.: 92143836

**Payment Terms**

30 Days

**When paying this invoice, please use invoice reference number 894507.**

**If you are paying multiple invoices, please use your Customer Account Code 590138439. Payments received will be allocated to the oldest invoice first.**



Stay green with Glasdon and help our environment :

Please contact our Finance Department on 01253 600422 or by e-mail at [creditcontrol@glasdon-uk.co.uk](mailto:creditcontrol@glasdon-uk.co.uk) to receive all your invoices and statements by e-mail.

If you have not received your goods within 7 working days, or if you have a query on this invoice, please contact our sales office on 01253 600416 or by e-mail:

[sales@glasdon-uk.co.uk](mailto:sales@glasdon-uk.co.uk)



Invoice

Billing Cycle from **15 Mar 2024 - 14 Apr 2024**  
Charge date: 16 Apr 2024  
Invoice date: 16 Apr 2024  
Tax point date: 14 Apr 2024

|  |  |  |  |
|--|--|--|--|
| CUSTOMER NAME  |  | SHIPPING ADDRESS                                       |  |
| Maggie Burt  |  | 4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB |  |
| BILLING ADDRESS  |  |  |  |
| 4 Webbs Cottages School Lane, IPSWICH, SFK IP6 9PT, GB |  |  |  |
| COMPANY NAME   |  |  |  |
| Coddenham Parish Council                               |  |  |  |
| INVOICE NUMBER   |  |  |  |
| IIUKDN1084315350                                       |  |  |  |
| PRINTER  |  | SERIAL NUMBER  |  |
| HP ENVY 5544 All-in-One Printer                        |  | TH6BL2R0FS0671   |  |
| ACCOUNT NUMBER   |  | ACCOUNT PLAN   |  |
| 2133197289   |  | £5.49 - 100 Pgs / Mo                                   |  |
| PAGES PRINTED  |  |  |  |
| Regular Pages:   |  | 100 - £5.49  |  |
| Rollover Pages:  |  | 38 - N/A   |  |
| Additional Pages:                                      |  | 246 - £25.00   |  |
| <b>Total Pages Printed:</b>                            |  | <b>384</b>   |  |
| PAYMENT BALANCE  |  |  |  |
| Previous billing cycle charges:                        |  | £0.00  |  |
| Current billing cycle charges:                         |  | £33.98   |  |
| <b>Total:</b>  |  | <b>£33.98</b>  |  |
| Included VAT (20%):                                    |  | £5.66  |  |
| Subtotal less VAT:                                     |  | £28.32   |  |

| DATE *                   | PAGES PRINTED |          |            |
|--------------------------|---------------|----------|------------|
|                          | REGULAR       | ROLLOVER | ADDITIONAL |
| 15 Mar 2024              | 4             |          |            |
| 16 Mar 2024              | 2             |          |            |
| 18 Mar 2024              | 32            |          |            |
| 20 Mar 2024              | 62            | 38       | 28         |
| 21 Mar 2024              |               |          | 24         |
| 22 Mar 2024              |               |          | 1          |
| 23 Mar 2024              |               |          | 4          |
| 25 Mar 2024              |               |          | 1          |
| 26 Mar 2024              |               |          | 18         |
| 27 Mar 2024              |               |          | 11         |
| 28 Mar 2024              |               |          | 3          |
| 2 Apr 2024               |               |          | 15         |
| 3 Apr 2024               |               |          | 4          |
| 4 Apr 2024               |               |          | 22         |
| 5 Apr 2024               |               |          | 6          |
| 7 Apr 2024               |               |          | 75         |
| 8 Apr 2024               |               |          | 3          |
| 9 Apr 2024               |               |          | 8          |
| 10 Apr 2024              |               |          | 1          |
| 11 Apr 2024              |               |          | 5          |
| 12 Apr 2024              |               |          | 14         |
| 13 Apr 2024              |               |          | 3          |
| OTHER MONTHLY CHARGES    |               | AMOUNT   |            |
| Paper Add-on base charge |               | £3.49    |            |

\*\* Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.  
\*\*\* You have additional charges that will appear in the next billing cycle as your printer is currently offline.  
\*\*\*\* You have charges from a previous billing cycle because your printer was offline.

# INVOICE

Coddenham Parish Council  
Attention: The Clerk  
4 Webbs Cottages  
School Lane  
Coddenham  
Ipswich  
Suffolk  
IP6 9PT  
GBR

**Invoice Date**  
25 Apr 2024

**Invoice Number**  
INV-5389

**Reference**  
INV-5389

**VAT Number**  
976451973

Low Carbon Products Ltd  
Unit 8F  
Top Land Country Business  
Park  
Cragg Road  
Mytholmroyd  
West Yorkshire  
HX7 5RW  
UNITED KINGDOM  
Tel 01422 419 555

| Item                                     | Description  | Quantity | Unit Price | Discount | VAT | Amount GBP      |
|--|--|----------|------------|----------|-----|-----------------|
| Denholme SA Brn                          | Adult A Frame Picnic Table - 1.55m Semi-Assembled Brown    | 4.00     | 437.57     |          | 20% | 1,750.28        |
| Bradshaw SA Brn                          | Wheelchair Access Picnic Table - 1.5m Semi-Assembled Brown | 1.00     | 437.57     | 100.00%  |     | 0.00            |
| Carriage Zone 1                          | Carriage per pallet space                                  | 2.00     | 60.00      |          | 20% | 120.00          |
| Subtotal (includes a discount of 437.57) |  |          |            |          |     | 1,870.28        |
| TOTAL VAT 20%                            |  |          |            |          |     | 374.06          |
| <b>TOTAL GBP</b>                         |  |          |            |          |     | <b>2,244.34</b> |

**Due Date: 25 Apr 2024**

Thank you very much for your business. We really appreciate it.

Please check the product details and quantities are correct.

VAT number 976 4519 73

Terms: Payment required on date shown above.

Delivery: We will email you a delivery date within two working days of receipt of payment (pro forma invoices) or order placement (terms invoices). Acceptance of these delivery arrangements is assumed unless you contact us within 24 hours to change them or to tell us you have not received the email.

Please check out our Terms and Conditions on-line at <http://www.britishrecycledplastic.co.uk/terms-and-conditions/>  
Any queries about this invoicing must be made in writing within seven days.

Please make payment via BACS to Lloyds TSB plc. Commercial Street, Halifax HX1 1BB. Account Name: Low Carbon Products Ltd, Sort code: 30-93-76, Account Number: 48504160. If BACS is not available please make cheques payable to "Low Carbon Products Ltd".

*paid via BACS  
1/5/24*



[View and pay online now](#)

**clerk.coddenhampc@gmail.com**

---

**From:** Nick Mills <coddenhamcllr.nickmills@gmail.com>  
**Sent:** 22 April 2024 22:08  
**To:** shrublandsales@gmail.com  
**Cc:** Donald Burton; Jane Soanes; Sarah Gregory; <clerk.coddenhampc@gmail.com>  
**Subject:** Fwd: Quote

Hi Jeanette,

The quote is acceptable to the Parish Council. Please let us know when they ready and send the invoice to Maggie, the clerk to the Council, who will arrange payment. Maggie is in copy. We'd appreciate it if the posts could be delivered either to me at Willow Farm, IP6 9QA or to the chair to the Council, Sarah Gregory at Willow Farm Barn.

Many thanks

Kind regards

Nick  
07799 417304

Begin forwarded message:

**From:** Shrubland Woodland Products <shrublandsales@gmail.com>  
**Subject:** Quote  
**Date:** 18 April 2024 at 09:58:21 BST  
**To:** nick777mills@gmail.com

Good Morning Nick,

Quote for Fresh sawn Structural Grade European Oak

2m x 200mm x 200mm @ £ 118.83 each + vat

Lead time approx 12/15 days from order

Kind regards  
Jeanette

# INVOICE

No. 44235

## Shrubland Woodland Products

THE SAWMILL, OLD NORWICH ROAD, BARHAM, IPSWICH IP6 0PP

Tel: ~~(01473) 830472~~ Mob: 07419 982785 E-mail: shrublandsales@gmail.com

VAT REG. No. 632 5956 25

M Coddenham Parish Council

Nick mills / Maggie - Tel. Nick 07799417034 23/4/2024

| CODE | GOODS  | £   | p  |
|------|--|-----|----|
|      | Fresh Sawn Structural Grade<br>European oak  |     |    |
|      | 2 - 2.0m x 200mm x 200mm<br>@ 118.83 eam.    | 237 | 66 |
|      | <u>For Churchyard gate</u>                   |     |    |
|      | Deliver to:<br>Nick @ Willow Farm<br>IP6 9GA |     |    |
|      | or<br>Sarah Gregory's<br>Willow Farm Barn.   |     |    |
|      | <b>TOTAL</b>                                 | 237 | 66 |
|      | VAT @ 20%                                    | 47  | 53 |
|      | <b>TOTAL</b>                                 | 285 | 19 |

All sizes quoted are approximate  
Wood is a natural product and therefore splitting,  
warping, twisting and cupping are natural defects and  
must be regarded as an accepted condition of sale.  
All goods supplied remain the property of  
**Shrubland Woodland Products** until paid for in full.

BANK DETAILS:  
Barclays Bank PLC  
Sort Code: 20-82-75  
Account No.: 53459217

~~TERMS, CONDITIONS~~

**clerk.coddenhampc@gmail.com**

---

**From:** Maggie Burt <maggie\_burt@hotmail.com>  
**Sent:** 26 April 2024 19:52  
**To:** clerk.coddenhampc@gmail.com  
**Subject:** Fwd: Order Confirmation - Order: 3284470

Sent from my iPhone  
Maggie

Begin forwarded message:

**From:** Maggie Burt <maggie\_burt@hotmail.com>  
**Date:** 5 April 2024 at 18:14:13 BST  
**To:** clerk.coddenhampc@gmail.com  
**Subject: Fwd: Order Confirmation - Order: 3284470**

Sent from my iPhone  
Maggie

Begin forwarded message:

**From:** Nick Mills <coddenhamcllr.nickmills@gmail.com>  
**Date:** 5 April 2024 at 08:56:15 BST  
**To:** Sarah Gregory <cllrsarahgregory@gmail.com>, Jane Soanes <jane.soanes@btinternet.com>, David Oliver <mail@dsoliver.co.uk>  
**Cc:** Maggie Burt <maggie\_burt@hotmail.com>  
**Subject: Fwd: Order Confirmation - Order: 3284470**

Hi,

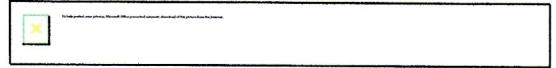
I've ordered the gravel suggested by Donald, which you'll see is priced at £124 rather than Donald's £109. It will be delivered on 16th April - I've asked for PM. We are therefore on for the 17th to tick this job off the list. Jane will you kindly confirm with Andrew, please?

Many thanks.

Nick

Begin forwarded message:

**From:** "GravelMaster Sales" <sales@gravelmaster.co.uk>  
**Subject: Order Confirmation - Order: 3284470**  
**Date:** 5 April 2024 at 08:51:20 BST  
**To:** "nick777mills@gmail.com" <nick777mills@gmail.com>



**Thank you!**  
We have your order and it is now processing



**Your order number:3284470**

**Order Details**

Thank you for your order from GravelMaster.

Your order reference is: 3284470

**ORDER DETAILS:**

Size : Approx 850Kg Bulk Bag  
Dove Grey Derbyshire Peakstone 10mm  
Quantity: 1  
Total: £124.00

Delivery Cost\*: 0.00  
Total: £124.00

**DELIVERY DETAILS**

Delivery Date: Tue 16 April  
Specific time: any

Nick Mills  
St. Marys Church

# 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           | £726.28        | Income Tax              | £145.20        |
|                       |                | Employee NIC            | £0.00          |
| <b>Total Payments</b> | <b>£726.28</b> | <b>Total Deductions</b> | <b>£145.20</b> |

**Net Pay** £581.08

Payment Date 01/05/2024

Payment Period Month 1

Employer PAYE Reference 245/YZ63460

Payroll ID BU001

National Insurance Category C

National Insurance Number YR622672A

Tax Code BR wk1mth1

Hours worked 47.75

Additional information

Payslip Version 1



**TIMESHEET**

Name Maggie Burt  
 1-30 April 2024  
 Position Clerk to the Parish Council

@£15.21ph

| DATE   | WEEKDAY   | TASK   | DAILY TOTAL                            | WEEKLY TOTAL | MONTHLY TOTAL |
|--------|-----------|--|--|--------------|---------------|
| 02-Apr | Tuesday   | Emails/UTB/Allotments                                      | 3.25 hours                             |              |               |
| 03-Apr | Wednesday | Emails/HMRC/UTB/Draft Agendas                              | 3.0 hours                              |              |               |
| 04-Apr | Thursday  | Emails/Draft Minutes/Draft Agendas<br>HMRC                 | 2.25 hours<br>1.5 hours<br>3.75 hours  |              |               |
| 05-Apr | Friday    | Emails/HMRC/Payroll  | 3.0 hours                              |              |               |
| 06-Apr | Saturday  | Footpath 27 diversion                                      | 2.0 hours                              |              |               |
| 07-Apr | Sunday    | March Financials/UTB recon                                 | 2.5 hours                              | 17.5 hours   |               |
| 08-Apr | Monday    | Emails/Hedging order                                       | 1.5 hours                              |              |               |
| 09-Apr | Tuesday   | Emails/Glasdons/Allotments                                 | 2.25 hours                             |              |               |
| 10-Apr | Wednesday | Emails/Filing/Pre Audit Admin                              | 2.0 hours                              |              |               |
| 11-Apr | Thursday  | Emails/Allotments  | 1.0 hour                               |              |               |
| 12-Apr | Friday    | Emails/March financials/Draft Minutes                      | 1.5 hours                              | 8.25 hours   |               |
| 15-Apr | Monday    | Emails/Draft Agendas/March<br>Financials                   | 2.75 hours                             |              |               |
| 16-Apr | Tuesday   | March & YE Financials with ICW/Emails                      | 3.0 hours                              |              |               |
| 17-Apr | Wednesday | Emails/SCC Reports   | 2.0 hours                              |              |               |
| 18-Apr | Thursday  | Emails/Draft Agendas                                       | 1.5 hours                              |              |               |
| 19-Apr | Friday    | Emails/May Mtg Pack  | 1.0 hour                               | 10.25 hours  |               |
| 22-Apr | Monday    | Emails/Draft Agendas/Allotment<br>letters                  | 2.5 hours                              |              |               |
| 23-Apr | Tuesday   | Emails/Draft Agendas/CIL queries                           | 1.50 hours                             |              |               |
| 24-Apr | Wednesday | Emails/APM Attendees/Picnic Tables                         | 1.50 hours                             |              |               |
| 25-Apr | Thursday  | Emails/Draft Agendas/Noticeboards<br>FILCA Course-Module 1 | 0.50 hours<br>1.25 hours<br>1.75 hours |              |               |
| 26-Apr | Friday    | Emails/Audit Prep/Apr Financials                           | 2.0 hours                              | 9.25 hours   |               |
| 29-Apr | Monday    | Emails/Apr Financials/                                     | 1.25 hours                             |              |               |
| 30-Apr | Tuesday   | Emails/Internal Audit                                      | 1.25 hours                             | 2.50 hours   | 47.75 hours   |