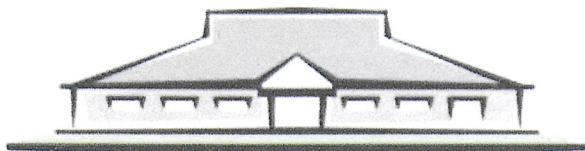


**CODDENHAM PARISH COUNCIL
SCHEDULE OF MARCH 2025 BACS PAYMENTS**

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
69	BACS	The Coddenham Centre	3Rs Room Hire 2025	LGA 1972, s.111	225.00	0.00	225.00
70	BACS	SARS	Charitable Donation (Minute 24/25 727)	LGA 1972, s.137	50.00	0.00	50.00
71	BACS	Suffolk County Council	Street Lighting Maintenance	PCA 1957, s.3; Highways Act 1980, s.301	247.35	49.48	296.83
72	BACS	SALC	DPA Training - Pt 2	LGA 1972, s.101	35.00	7.00	42.00
73	BACS	SALC	DPA Training - Pt 3	LGA 1972, s.101	36.00	7.20	43.20
74	BACS	Wright Consulting	Churchyard Wall Survey	LGA 1972, s.215	2107.74	421.55	2529.29
75	BACS	Ms M Burt	Clerk's Salary	LGA 1972, s101, ss.111-112	538.60	0.00	538.60
					3239.69	485.23	3724.92



THE CODDENHAM CENTRE

INVOICE

Invoice No. 1682

10 March 2025

The Coddenham Centre

T: 07768 379612

E: ray.collins@thecoddenhamcentre.co.uk

W: www.thecoddenhamcentre.co.uk

Bill To:

Coddenham Parish Council (clerk.coddenhampc@gmail.com)

Mary Day Close IP6 9SR

Event Date: 3 Bookings: See below for dates

Time: See below for event times

Event: Recycling Events 2025

Venue Hire £75 x3

225.00

Total Amount Due

£225.00

Message from the Administrator

Dates Booked:

08 Mar 2025 (10:30-14:00) - Main Hall, Kitchen, Foyer

03 May 2025 (10:30-14:00) - Main Hall, Kitchen, Foyer

27 Sep 2025 (10:30-14:00) - Main Hall, Kitchen, Foyer

Payment please before 31 March 2025

How to pay this invoice

How to pay this invoice:

Bank Transfer: Sort Code: 08-92-99 and Account: 65875005

Cheque made out to The Coddenham Centre to: Treasurer, The Coddenham Centre, Amberstone, High Street, Coddenham.
IP6 9PN

Alternatively, you can pay by PayPal. Click the link to pay:

https://hallbookingonline.com/coddenham/pay_invoice.php?invoice_ref=T7S6K7DZJZY4W4N

The Coddenham Centre is not VAT registered

Invoice

Please Quote:	
INVOICE NUMBER:	9555583

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

Contact: Andrew Allberry
Tel: 01473 341480
Email: income@suffolk.gov.uk

Page 1

RE:

VAT Registration Number: 104 1787 91

INVOICE NUMBER	9555583	CUSTOMER NUMBER	60283	INVOICE DATE	18-Mar-2025	PLEASE PAY BY	08-Apr-2025
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Description	Net Amount £	VAT Rate %	VAT Amount £	Total £
Coddenham Parish Council Street Light Maintenance				
Street Light Maintenance	127.98	20.00	25.60	153.58
Street Light Admin	12.78	20.00	2.56	15.34
Energy	96.93	20.00	19.39	116.32
Energy Admin	9.66	20.00	1.93	11.59
			NET AMOUNT	247.35
			VAT	49.48
			INVOICE TOTAL	296.83

PAYMENT COUNTERFOIL

Suffolk County Council

Customer Name	Customer No.	Invoice No.	Amount Due
CODDENHAM PARISH COUNCIL	60283	9555583	£ 296.83

WAYS TO PAY ARE SHOWN OVERLEAF



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:29534
Invoice Date 20/03/2025
Customer A/c No:5009

Description	Quantity	Unit Price	Price	VAT
Invoice for Data Protection for councils part 2	1.00	35.00	35.00	20%

Date - 14th March 2025
Delegate Name - Maggie Burt

Payment DUE DATE:19/05/2025

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
Account Name : Coddenham Parish Council

Invoice No : 29534

Amount Paid :

Suffolk Assn. of Local Councils



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:29537
Invoice Date 20/03/2025
Customer A/c No:5009

Description	Quantity	Unit Price	Price	VAT
Invoice for Data Protection Part 3	1.00	36.00	36.00	20%
Date - 11th April 2025				
Delegate Name - Maggie Burt				

Payment DUE DATE:19/05/2025

Net	36.00
VAT	7.20
Gross	43.20

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 : 29537

Account Name : Coddenham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils



INVOICE

Coddenham Parish Council

Invoice Date
20 Mar 2025

Invoice Number
2025-073

Reference
Church of St Mary's,
Coddenham

VAT Number
210 8435 41

A&R Wright Consulting
Ltd.

T/A Wright Consulting
Meeting House Farm

Oulton
Norwich
Norfolk NR11 6NZ

Tel. 07957 198320

Email.

rwright@awce.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Church of St Mary's, Coddenham Structural Visual Appraisal of churchyard wall and issue of Schedule of Works and Specification for proposed repair works	18.00	110.00	20%	1,980.00
Administrative Expenses @ 3.8%	1.00	75.24	20%	75.24
Mileage	70.00	0.75	20%	52.50
			Subtotal	2,107.74
			TOTAL VAT 20%	421.55
			TOTAL GBP	2,529.29

Due Date: 19 Apr 2025

BACS Payment Preferred to Account Name: A & R Wright Consulting Ltd. : Acc No. 43770737 : Sort Code 20-03-26

NB To cover additional bank charges please add a surcharge of £1.80 for payment by cheque (inc VAT)

Payment Terms 30 days. Interest at 4% of Bank of England Base Rate will be charged on late payments

Thank you for your business

Coddenham Parish Council

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	£673.20	Income Tax	£134.60
		Employee NIC	£0.00
Total Payments	£673.20	Total Deductions	£134.60

Net Pay £538.60

Payment Date 31/03/2025

Payment Period Month 12

Employer PAYE Reference 245/YZ63460

Payroll ID BU001

National Insurance Category C

National Insurance Number YR622672A

Tax Code BR wk1mth1

Hours worked 42.5

Additional information

Payslip Version 1

Re: March Timesheet

From Sarah Gregory <cllrSarahgregory@gmail.com>
Date Wed 02/04/25 08:41
To Maggie Burt <clerk.coddenhampc@gmail.com>

Thanks Maggie
Approved
Kind regards
Sent from my iPad

On 1 Apr 2025, at 11:05, Maggie Burt <clerk.coddenhampc@gmail.com> wrote:

Hi
Sorry, can't remember when Sarah returns! I attach my March timesheet for approval, please..

Kind regards,
Maggie
<TIMESHEET MAR 2025.xlsx>

TIMESHEET

Name Maggie Burt
 Time Period 1-31 March 2025
 Position Clerk to the Parish Council
 £15.84ph

DATE	WEEKDAY	TASK	DAILY TOTAL	WEEKLY TOTAL	MONTHLY TOTAL
02-Mar	Sun	Emails/Loyds Statement	1.0 hours		
03-Mar	Mon	Emails/Mtg ICW re Financials	3.25 hours		
04-Mar	Tues	Emails/Internal Audit bkg/	1.50 hours		
05-Mar	Weds	Emails/UTB Payments/Int Audit Prep	1.25 hours		
06-Mar	Thurs	Emails/ CPC Mtg	1.25 hours 2.50 hours		
07-Mar	Fri	Emails/DPA Course/APM Agenda	2.25 hours	13.0 hours	
10-Mar	Mon	Emails/Website	1.0 hours		
11-Mar	Tues	Emails/Grant Applic/APM chaser	2.0 hours		
12-Mar	Weds	Emails/1:2:2/To Do List	2.25 hours		
13-Mar	Thurs	Emails/APM Agenda/	1.75 hours		
14-Mar	Fri	Emails/DPA course Pt 2/Planning Portal	2.50 hours	9.5 hours	
17-Mar	Mon	Emails/Draft Minutes	3.0 hours		
18-Mar	Tues	Emails/Fol Request/Website	1.50 hours		
19-Mar	Weds	Emails/Draft Minutes/Fol Request/Policy Review/Website	2.50 hours		
20-Mar	Thurs	Emails/Int Audit Prep/Allotment rents/website	1.50 hours		
21-Mar	Fri	Emails/Policy Review/Fincl Reports/Allotments	2.0 hours	10.50 hours	
24-Mar	Mon	Emails/Allotment Rent Letters	2.0 hours		
25-Mar	Tues	Emails/Printer Issues	1.0 hours		
26-Mar	Weds	Emails/Printer Issues/Audit prep**	1.25 hours		** Power Cut
27-Mar	Thurs	Emails/Audit Prep/Website	1.50 hours		
28-Mar	Fri	Emails/E-Learning x 2/Allotment renewal	2.0 hours	7.75 hours	
31-Mar	Mon	Emails/Publish Minutes	1.75 hours	1.75 hours	42.50 hours