

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

Folio No.	Payment Type	Payee	Details	Power to Spend	Net	VAT	Total
1	BACS	SALC	Membership 2025-26	LGA 1972, s111	311.01	0.00	311.01
2	BACS	Hartleys Garden Svcs	Broom Hill Bramble Clearance (MSDC Locality Grant)	PHA 875 s.164	400.00	0.00	400.00
3	BACS	Cllr N Mills	Ballast & Cement - A140 Layby Bin (Wickes)	Litter Act 1983 ss. 5-6	19.60	0.00	19.60
4	BACS	TCC	Annual Funding 2025-26	LGA 1972 s.133	4200.00	0.00	4200.00
5	BACS	Ms M Burt	April Salary	LGA 1972 ss.111-113	4930.61	0.00	4930.61



Suffolk Assn. of Local Councils
Units 1 & 2 Hill View Business Park
Claydon
Ipswich
IP6 0AJ

Invoice To
Coddenham Parish Council
4 Webbs Cottage
School Lane
Coddenham
Suffolk
IP6 9PT

VAT Number:825 0232 65

Invoice No29883
Invoice Date 01/04/2025
Customer A/c No:5009

Description	Quantity	Unit Price	Price	VAT
SALC Membership Subscription for 2025/26	1.00	311.01	311.0	0%

Please keep a copy of this invoice for your records

Payment DUE DATE31/05/2025

Net 311.01
VAT 0.00
Gross 311.01

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 : 29883

Account Name : Coddenham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils

HARTLEYS GARDEN SERVICES LTD

Buntings Farm
Pentlow
Suffolk
CO10 7JL
+07477967588
sales@hartleysgardens.co.uk



INVOICE TO

Maggie Burt
Coddenham Parish Council
24 Church Crescent
Sproughton
Ipswich
Suffolk
IP8 3BJ

INVOICE NO. 1719

DATE 31/03/2025

DUE DATE 30/04/2025

TERMS Net 30

DATE	SERVICE	DESCRIPTION	AMOUNT
04/03/2025	Landscape Maintenance	Cut back the upper slopes of Broom Hill and rake the cuttings into habitat mounds	400.00
BALANCE DUE			£400.00

You can make direct payments to our bank account using the following details:-

Sort Code: 60-83-71
Account Number: 97168548
Account Name: Hartleys Garden Services Ltd

Company registered in England No.12530984

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	£550.44	Income Tax	£110.00
		Employee NIC	£0.00
Total Payments	£550.44	Total Deductions	£110.00

Net Pay £440.44

Payment Date 30/04/2025 National Insurance Category C
Payment Period Month 1 National Insurance Number YR622672A
Employer PAYE Reference 245/YZ63460 Tax Code BR wk1mth1
Payroll ID BU001 Hours worked 34.75
Additional information

Questions about your tax? Go to gov.uk/hmrc/tax-on-payslip



Re: April Timesheet

From Sarah Gregory <cllrSarahgregory@gmail.com>

Date Fri 02/05/25 08:30

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

Thanks Maggie. Approved

Kind regards

Sarah

Sent from my iPad

On 1 May 2025, at 12:58, Maggie Burt <clerk.coddenhampc@gmail.com> wrote:

Hi Sarah

Please find attached my April timesheet for approval.

Kind regards,

Maggie

<TIMESHEET APR 2025.xlsx>

TIMESHEET

Name Maggie Burt

Time Period 1-30 April 2025

Position Clerk to the Parish Council

£15.84ph

DATE	WEEKDAY	TASK	DAILY TOTAL	Fol	TRAINING	Weekly Total	Monthly Total
01-Apr	Tues	Emails/Audit Prep	1.50 hours				
02-Apr	Weds	Emails/Mar Financials	2.0 hours				
03-Apr	Thurs	Emails/Mar Financials	2.0 hours				
04-Apr	Fri	Emails/Audit Prep	1.25 hours			7.0 hours	
07-Apr	Mon	Emails/VE Mtg/JCW	2.50 hours				
08-Apr	Tues	Emails/VE Mtg/JCW/SG/AM	2.75 hours				
09-Apr	Weds	Emails/Asset Register/Audit Prep	1.50 hours				
10-Apr	Thurs	Emails/Audit Prep/APM chasers	1.50 hours				
11-Apr	Fri	Emails/	0.25 hours		2.25 hours	10.75 hours	
14-Apr	Mon	Emails/Website/Audit Prep	1.25 hours				
15-Apr	Tues	Emails/Audit Prep	1.25 hours				
16-Apr	Weds	Emails/Audit Prep/Orders	1.50 hours				
17-Apr	Thurs	Emails	0.50 hours				
18-Apr	Fri	Emails	0.50 hours			5.0 hours	
22-Apr	Tues	Emails/APM publicity/Internal Audit Prep	2.0 hours				
23-Apr	Weds	Emails/Website/Audit Prep	1.50 hours				
24-Apr	Thurs	Emails/AGAR & other audit prep	1.75 hours				
25-Apr	Fri	Emails/APM/Website	1.0 hours			6.25 hours	
28-Apr	Mon	Emails/APM/Audit	2.0 hours				
29-Apr	Tues	Emails/APM/Website APM	0.50 hours 2.0 hours 2.5 hours				
30-Apr	Weds	Emails/Mtly Mtg	2.25 hours			6.75 hours	34.75 hours

Wickes

Let's do it right

8044 Wickes Martlesham Heath

Unit 2, Martlesham Heath Ret Park,
Anson Road, Martlesham Heath,
Ipswich IP5 3RU
Tel : 01473 200168

V A T 336 7258 81

09/04/25 08:48 02-3729

025 Till 2

Holds General Purpose Cement 25kg		
313851 1 @ £7.00	7.00	a
Ballast Major Bag		
131880 1 @ £4.20	4.20	a
Ballast Major Bag		
131880 1 @ £4.20	4.20	a
Ballast Major Bag		
131880 1 @ £4.20	4.20	a

SALE Total 19.60

£19.60

Mastercard 19.60-

Auth 076390

Merchant : 2211582

TerminalID : 0000000000000000

Card *****9440

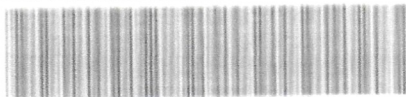
Contactless

Please debit my account with
the amount specified

PLEASE RETAIN THIS FOR YOUR RECORDS

V.A.T. Breakdown		
a 19.60 @ 20.000% VAT	3.27	
Total VAT	3.27	

Total No of Items:4



644023729090425

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?
Please let us know your experience
uk.trustpilot.com

Wickes

Let's do it right

****CARDHOLDER COPY****P:W3332509 T:****7861
M:***11582
09/04/2025 08:49:15**MASTERCARD**

*****9440

CONTACTLESS CP SALE

Please debit my account

AMOUNT	£19.60
TOTAL	£19.60

Contactless

NO CARDHOLDER VERIFICATION

Please Keep This Receipt
For your Records

Auth Code: 076390

Ref: 50044T02X372909042025N0001

AID: A0000000041010

App Seq: 00

Account on File Registration

Details

Result: Registration Failed