

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

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
22	Churchyard Maintenance	Wright Consulting	Tender Analysis Report	LGA 1972, s.215	1027.62	205.52	1233.14
23	Audit Fees	PKF Littlejohn	External Audit	LGA 1972, s.111	210.00	42.00	252.00
24	Info Box	Cltr. Soanes	Plants for outside Info Box	LGA 1972, s.111	16.33	0.00	16.33
25	External Printing	Byte Design	3Rs Poster	LGA 1972, s.111	23.80	4.76	28.56
26	Clerk's salary	Ms M Burt	Sept salary	LGA 1972, s.101, ss.111-112	575.60	0.00	575.60
					1853.35	252.28	2105.63

INVOICE

Coddenham Parish Council
 Attention: Maggie Burt, Clerk
 via email: clerk.coddenhampc@gmail.com

Invoice Date
 3 Sep 2025

Invoice Number
 2025-219

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

Delivery Address
 Attention: Maggie Burt

Description	Quantity	Unit Price	VAT	Amount GBP
Church of St Mary's, Coddenham Time spent to end August 2025 Amendment of Schedule of Works and Specification for proposed repair, issue to 3no. Contractors and issue of Tender Report (JHF988)	9.00	110.00	20%	990.00
Administrative Expenses @ 3.8%	1.00	37.62	20%	37.62
			Subtotal	1,027.62
			TOTAL VAT 20%	205.52
			TOTAL GBP	1,233.14

Due Date: 3 Oct 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

Ms Maggie Burt
Coddenham Parish Council

Our ref SF0094
SAAA Ref SB02132
Invoice No. SB20251437
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 05 September 2025

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£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
TOTAL NET	£210.00
VAT @ 20%	£42.00
TOTAL PAYABLE	£252.00

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), 5th 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 Coddenham Parish Council as the reference.

For account queries, contact sba@pkf-l.com

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

T: +44 (0)20 7516 2200
pkf-l.com

KATIES GARDEN
6 Ipswich Rd
Newbourne - IP12 4NS
TEL : 01473 736717
VAT.NO. 336 3150 24

CLERK01 09:38

19-09-2025 7452

BEDDING

2x @4.99 £9.98T1

BEDDING

2x @2.59 £5.18T1

BEDDING £2.99T1

SUBTOTAL £18.15

DISCOUNT 10.00%1

£-1.82

SUBTOTAL £16.33

TOTAL £16.33

CARD £16.33

TAX1 20% £2.72



BYTE DESIGN

Invoice to:

Parish Clerk
Coddensham Parish Council
4 Webb's Cottages
School Lane
Coddensham
IP6 9RT

Invoice from:

Byte Design
3A North Road
Hythe, Kent
CT21 5UH

Tel: 0333 101 4404

Email: accounts@byte-design.co.uk

VAT Reg No. 725 0149 60

Invoice number:

6056

Invoice date:

31/8/2025

Client code:

CP_3

INVOICE

Job no.	Date	Your ref	P.O. number	Description	Job total	
14427	31/8/2025	No Ref		3Rs Poster	£ 23.80	
					Sub Total	£ 23.80
					V.A.T @ 20.0%	£ 4.76
					TOTAL	£ 28.56

Payment/Bank Details: (BACS payment preferred):

Sort Code: 16 1970 (RBS Folkestone)

Ac No: 10022906

Remittance Address as per above (Invoice from)
Please make cheques payable to Byte Design

Invoice notes:

Terms of payment:

28 days from invoice date

Full payment of this invoice is due within the number of days specified under Terms of Payment. We reserve the right to claim statutory interest at 8% above the Bank of England base rate at the date the debt becomes overdue, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. VAT has been charged at either standard rate, or zero rate, based upon the current understanding of the law. In the future VAT is deemed to be liable by Customs on zero rated items, the VAT amount would become payable by yourselves.

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	£719.40	Income Tax	£143.80
		Employee NIC	£0.00
Total Payments	£719.40	Total Deductions	£143.80

Net Pay £575.60

Payment Date	30/09/2025	National Insurance Category	C
Payment Period	Month 6	National Insurance Number	YR622672A
Employer PAYE Reference	245/YZ63460	Tax Code	BR wk1mth1
Payroll ID	BU001	Hours worked	44.0
		Additional information	

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1



Re: Sept Timesheet

From Sarah Gregory <cllrsarahgregory@gmail.com>
Date Wed 01/10/25 18:27
To Maggie Burt <clerk.coddenhampc@gmail.com>

Approved. thanks

From: Maggie Burt <clerk.coddenhampc@gmail.com>
Date: Wednesday, 1 October 2025 at 09:15
To: Sarah Gregory <cllrsarahgregory@gmail.com>
Subject: Sept Timesheet

Please find attached my timesheet for approval.

Kind Regards,
Maggie

TIMESHEET

Name Maggie Burt

Time Period 1-30 September 2025

Position Clerk to the Parish Council

£16.35ph

(from 1 April 2025)

DATE	WEEKDAY	TASK	DAILY TOTAL	FoI	TRAINING	Weekly Total	Monthly Total
01-Sep	Mon	Emails/Website/Mtg Pack updates	3.0 hours				
02-Sep	Tues	Emails/Website/Mtg Pack	1.0 hour				
03-Sep	Weds	Emails CPC Mtg	0.50 hours 2.25 hours 2.75 hours				
04-Sep	Thurs	Emails/Urgent Mtg Actions	1.75 hours				
05-Sep	Fri	Emails/Amazon Order/Chasers	1.0 hours			9.5 hours	
08-Sep	Mon	Emails/Updates Webinar - Assertion 10	1.0 hour 2.50 hours		1.50 hour		
09-Sep	Tues	Emails/Draft Mins	3.0 hours				
10-Sep	Weds	Emails/Draft Mins/Website	1.75 hours				
11-Sep	Thurs	Emails/Publish Ext Audit/website FoI	1.50 hours 2.50 hours	1.0 hours			

12-Sep Fri	Emails/Updates/Domain Name	<u>1.25 hours</u>	11.0 hours
15-Sep Mon	Emails/Website/Budget/Asset Register	2.50 hours	
16-Sep Tues	Emails/Updates/Draft IT Policy	1.50 hours	
17-Sep Weds	Emails/Chasers/Draft IT Policy	1.25 hours	
18-Sep Thurs	Emails/Insurance research	1.50 hours	
19-Sep Fri	Emails/Road Safety response/Domain Name changes	1.75 hours	
	Fol responses	<u>0.75 hours</u>	
		<u>2.50 hours</u>	
20-Sep Sat	Emails	0.25 hours	
22-Sep Mon	Emails/Budget update	2.0 hours	
23-Sep Tues	Emails/Budget/Chasers	2.25 hours	
24-Sep Weds	Emails/ Budget Mtg	<u>0.25 hours</u> <u>1.25 hours</u> 1.50 hours	
25-Sep Thurs	Emails/Budget/SALC enquiry x 2/	2.50 hours	9.25 hours

26-Sep Fri	Emails/Asset Register/Draft Minutes/IT Policy	<u>2.0 hours</u>	10.50 hours
29-Sep Mon	Emails/Budget/Minutes	1.75 hours	
30-Sep Tues	Emails/New Acct Set up/	<u>2.0 hours</u> 3.75 hours	