

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

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
31	Info Box	Amazon	No More Nails cartridge	LGA 1972, s.111	9.04	1.81	10.85
32	Clerk's Salary	Ms M Burt	Salary	LGA 1972, ss.101, 111-112	506.96	0.00	506.96
					516.00	1.81	517.81

MAGGIE BURT
4 WEBBS COTTAGES, SCHOOL LANE
CODDENHAM, SUFFOLK ALC, IP6 9PT
GB

Paid

Payment reference ID 2zWISHJfOzUjLTvJWGB1
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	13 November 2025
Invoice #	GB58VKEUQAEUI
Total payable	£10.85

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Maggie Burt 4 WEBBS COTTAGES, SCHOOL LANE CODDENHAM, Suffolk ALC, IP6 9PT GB	Maggie Burt 4 WEBBS COTTAGES, SCHOOL LANE CODDENHAM, Suffolk ALC, IP6 9PT GB	Amazon EU S.à r.l., UK Branch 1 Principal Place, Worship Street London, EC2A 2FA United Kingdom VAT # GB727255821

Order information

Order date	12 November 2025
Order #	206-1663789-7345949
Order placed by	Maggie Burt

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
UniBond No More Nails Waterproof High Strength All-Purpose Grab Adhesive, Bonds Seals & Fills on Damp Surfaces, Indoor & Outdoor Use, Wood, Tile, Metal, Concrete, 280ml Cartridge ASIN: B0FQW1FFR6	1	£4.88	20%	£5.86	£5.86
Shipping Charges		£4.16		£4.99	£4.99
Invoice total					£10.85
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£9.04	£1.81	
	Total		£9.04	£1.81	

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

Coddenham Parish Council

4 Webbs Cottsges
School Lane
Coddenham
Suffolk
IP6 9PT

Ms Margaret Burt

4 Webb Cottages
School Lane
Coddenham
Suffolk
IP6 9BT

Payments		Deductions	
Taxable Pay	£633.56	Income Tax	£126.60
		Employee NIC	£0.00
Total Payments	£633.56	Total Deductions	£126.60

Net Pay £506.96

Payment Date	30/11/2025	National Insurance Category	C
Payment Period	Month 8	National Insurance Number	YR622672A
Employer PAYE Reference	245/YZ63460	Tax Code	BR wk1mth1
Payroll ID	BU001	Hours worked	38.75

Additional information

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

Payslip Version 1



Re: November timesheet

From Sarah Gregory <cllrsarahgregory@gmail.com>
Date Tue 02/12/25 10:08
To clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

Thanks. Approved

From: clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>
Date: Monday, 1 December 2025 at 12:32
To: Sarah Gregory <cllrsarahgregory@gmail.com>
Subject: November timesheet

Please find attached my November timesheet for approval.

Kind Regards,
Maggie

TIMESHEET

Name Maggie Burt

Time Period 1-30 November 2025

Position Clerk to the Parish Council

£16.35ph

(from 1 April 2025)

DATE	WEEKDAY	TASK	DAILY TOTAL	Fol	TRAINING	Weekly Total	Monthly Total
03-Nov	Mon	Emails/Monthly Financials	1.75 hours				
04-Nov	Tues	Emails/Mtg Pack Prep/Payroll/BACS payments	1.50 hours				
05-Nov	Weds	Emails/Mtg Pack Prep & publish	1.75 hours				
06-Nov	Thurs	Emails/Mtg Pack/Chase Outstanding Issues	1.75 hours				
07-Nov	Fri	Emails/Mtg Pack update/Chasers	1.25 hours				
							8.0 hours
10-Nov	Mon	Emails/Mtg Pack Amends/Website	1.25 hours				
11-Nov	Tues	Emails/Mtg Pack updates	1.50 hours				
12-Nov	Weds	Emails/Mtg Pack Updates/Website CPC Meeting	1.50 hours 2.25 hours 3.75 hours				

13-Nov Thurs	Emails/To do list/Website updates	2.0 hours
14-Nov Fri	Emails/Instruction on Churchyard Wal/TCC Bookings/To do List items	<u>2.25 hours</u>
16-Nov Sun	Emails/Draft Minutes	2.75 hours
17-Nov Mon	Emails/Actions from Mtg/website	1.25 hours
19-Nov Weds	Emails	0.75 hours
20-Nov Thurs	Emails/Draft Minutes/Action List	2.50 hours
21-Nov Fri	Emails/Draft Minutes/Pensions Regulator redeclaration	<u>1.50 hours</u>
24-Nov Mon	Emails/Fol update/website	2.0 hours
25-Nov Tues	Emails/Publish Drft Mins/Wwebsite	1.50 hours
26-Nov Weds	Emails/1:2:2/	2.50 hours
27-Nov Thurs	Emails/Sizewell letter/Chasers/Updates	3.25 hours
		<u>10.75 hours</u>
		<u>8.75 hours</u>

Emails/Fol Response &
Report/Wall repair
email/Sizewell C letter/Domain
Name change

28-Nov Fri

2.0 hours

11.25 hours

38.75 hours