

CODDENHAM PARISH COUNCIL
SCHEDULE OF OCTOBER 2025 BACS PAYMENTS

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
27	Software Licences	Suffolk Cloud	Change of Domain Name & Email Addresses	LGA 1972, s111	130.00	0.00	130.00
28	MSDC Localities Grant Expenditure	Byte Design	3Rs Questionnaire & leaflets	LGA 1972, s111	34.00	6.80	40.80
			Wildflower Maintenance Broom Hill &				
29	Grounds Maintenance	Blackthorn Landscapes	Closed Chhurchyard	LGA 1972, s215	700.00	140.00	840.00
30	Clerk's Salary	Ms M Burt	October Salary	LGA 1972, ss101, 111-112	516.82	0.00	516.82
					1380.82	146.80	1527.62



INVOICE

Coddenham Parish Council

Invoice Date
2 Oct 2025

Invoice Number
INV-0247

Reference
'0247

Suffolk Cloud
Unit 5, Oak House
Witham Park
Waterside South
Lincoln
Lincolnshire
LN5 7FB
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
Registration of .gov.uk domain name for 1 year	1.00	30.00	30.00
10Gb mailbox storage for 1 year	1.00	100.00	100.00
Subtotal			130.00
TOTAL NO VAT			0.00
TOTAL GBP			130.00

Due Date: 30 Nov 2025

Bank Account details:
Account Name: Suffolk.Cloud
Sort Code: 30-96-26
Account No: 54274368
Please use the invoice number as a reference

PAYMENT ADVICE

To: Suffolk Cloud
Unit 5, Oak House
Witham Park
Waterside South
Lincoln
Lincolnshire
LN5 7FB

UNITED KINGDOM

Customer Coddenham Parish Council
Invoice Number INV-0247

Amount Due 130.00
Due Date 30 Nov 2025

Amount Enclosed

Enter the amount you are paying above



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:

6064

Invoice date:

30/9/2025

Client code:

CP_3

INVOICE

Job no.	Date	Your ref	P.O. number	Description	Job total
14459	18/9/2025	No Ref		Survey Questionnaire and Letter 3Rs	£ 34.00
					Sub Total £ 34.00
					V.A.T @ 20.0% £ 6.80
					TOTAL £ 40.80

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 VAT rule. If in the future VAT is deemed to be liable by Customs on zero rated items, the VAT amount would become payable by yourselves.

BLACKTHORN LANDSCAPES LTD

Buntings Farm
Pentlow
Suffolk
CO10 7JL
accounts@blackthornlandscapes.com
VAT Registration No.: 485627941

**INVOICE TO**

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

INVOICE NO. 1803**DATE** 27/10/2025**DUE DATE** 26/11/2025**TERMS** Net 30

DATE	DESCRIPTION	AMOUNT
26/09/2025	Coddensham Wildflower Maintenance - HAR484 (Broom Hill)	325.00
01/10/2025	Coddensham Wildflower Maintenance - HAR485 (Closed Churchyard)	375.00
SUBTOTAL		700.00
VAT TOTAL		140.00
TOTAL		840.00
BALANCE DUE		£840.00

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

Sort Code: 60-83-71
Account Number: 97168548
Account Name: Blackthorn Landscapes 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	£645.82	Income Tax	£129.00
		Employee NIC	£0.00
Total Payments	£645.82	Total Deductions	£129.00

Net Pay £516.82

Payment Date 31/10/2025
Payment Period Month 7
Employer PAYE Reference 245/YZ63460
Payroll ID BU001

National Insurance Category C
National Insurance Number YR622672A
Tax Code BR wk1mth1
Hours worked 39.5
Additional information

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

Payslip Version 1





Outlook

Re: October Timesheet

From Sarah Gregory <cllrsarahgregory@gmail.com>
Date Mon 03/11/25 17:48
To Maggie Burt <clerk.coddenhampc@gmail.com>

Approved. thanks

From: Maggie Burt <clerk.coddenhampc@gmail.com>
Date: Sunday, 2 November 2025 at 10:49
To: Sarah Gregory <cllrsarahgregory@gmail.com>
Subject: October Timesheet

Please find attached my timesheet for approval.

Kind Regards,
Maggie

TIMESHEET

Name Maggie Burt
Time Period 1-31 October 2025
Position Clerk to the Parish Council (from 1 April 2025)

£16.35ph

DATE	WEEKDAY	TASK	DAILY TOTAL	FoI	TRAINING	Weekly Total	Monthly Total
01-Oct	Weds	Emails/Payroll/Payments	1.75 hours				
02-Oct	Thurs	Emails/BACS Payments/Mthly Financials	2.0 hours				
03-Oct	Fri	Emails/New email setup/PIYP grant applic/Accts	3.25 hours			7.0 hours	
06-Oct	Mon	Emails/Email set-up/Audit prep	2.0 hours				
07-Oct	Tues	Emails/Asset Register/Wkg Party posters	1.75 hours				
08-Oct	Weds	Emails/Chasers	1.0 hours				
09-Oct	Thurs	Emails/FoI request/Asset Register	1.75 hours	0.75 hours			
10-Sep	Fri	Emails/Website	1.75 hours				8.25 hours

13-Oct Mon	Emails/SCC reporting tool	1.50 hours
14-Oct Tues	Emails/Draft Agenda/Website	1.75 hours
15-Oct Wed	Emails/Website/Chasers	1.50 hours
16-Oct Thurs	Emails/PIYP Grant Applic/Website	1.25 hours
17-Oct Fri	Emails	0.50 hours
6.50 hours		
20-Oct Mon	Emails/Gmail set up	1.50 hours
21-Oct Tues	Emails/Dispensation/website	1.50 hours
22-Oct Wed	Emails/1:2:2/Appraisal	2.75 hours
23-Oct Thurs	Emails/Issues from 1:2:2/Draft Agenda	3.0 hours
24-Oct Fri	Emails/Fly tipping report	0.75 hours
9.5 hours		
27-Oct Mon	Emails/Updates for Mtg/CGR/Website	2.0 hours
28-Oct Tues	Emails/Print & Publish Agenda/Review PDAI Assessment/Mtg Pack prep	1.50 hours

29-Oct Weds	Emails/Gap Analysis/Domain Name change update	1.75 hours	
30-Oct Thurs	Emails/Mtg Pack Prep/Policies & Procedures/Fol Report	1.75 hours	0.25 hours
31-Oct Fri	Emails/Finance Repts/P&R reconciliation	<u>1.25 hours</u>	
		<u>8.25 hours</u>	
			<u>39.5 hours</u>