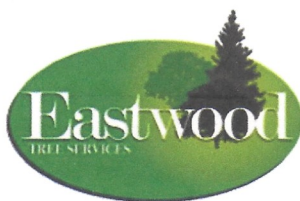


CODDENHAM PARISH COUNCIL
SCHEDULE OF AUGUST 2025 BACS PAYMENTS

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
18	Tree Surgery	Eastwood Tree Svs	Tree surgery - Three Cocked Hat	LGA 1972, s.215	250.00	50.00	300.00
19	Insurance	Zurich Municipal	Insurance 2025-26	LGA 2000, s101	399.78	0.00	399.78
20	Clerk's Salary	Ms M Burt	August salary	LGA 1972,s.101, ss.111-2	650.81	0.00	650.81
21	External Printing	TCC	Reimbursement - 3Rs flyers & posters	LGA 1972, s.142	39.85	0.00	39.85
					1340.44	50.00	1390.44



Coddennham Parish Council
Ms Maggie Burt
c/o 4 Webbs Cottages, School Lane
Coddennham
IP6 9PT

Date: 04/08/2025
Invoice Date: 04/08/2025
Invoice Due Date: 03/09/2025

Invoice Information

Invoice No: 5026
Quote No: 6024
Account No: CODDENHA
Site Ref No: 6403
Order No:

Invoice

Site Address Public Area, Three Cocked Hat, Coddennham

Item No	Item	Work Description	Rate	Quantity	Value
T8	Lime	Remove declining secondary stem to mitigate risk of future limb failure over the highway. Remove all arising and leave site tidy.	N/A	N/A	£250.00

Total Value: £250.00
Vat(20%): £50.00
Total Inc Vat: £300.00

Payment Details

Payment Methods:

Cheque: Please make cheques payable to: Eastwood Tree Services Ltd

BACS: Account No: 70575666 Sort Code 20-19-97

Account name: Eastwood Tree Services Ltd

Barclays Bank plc

Alternatively please telephone 01702 216766 to pay over the phone.

 /eastwoodtreeservices

 /eastwoodtrees

 /company/eastwood-tree-services



Vat Ref No: 318 2033 35
Registered in England 11871310

Coddenham Parish Council
4 Webbs Cottages
School Lane
Coddenham
Ipswich
Suffolk
IP6 9PT

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 6th August 2025

Invoice No: 547068209

Client ref: 3698669

Policy	Policy Term	(£) Premium
YLL-2720874473	01/10/2025-30/09/2026	356.95
Inspection Contract (If Applicable)		0.00
Sub total		356.95
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		42.83
TOTAL		£399.78

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9531

Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Re: Aug timesheet

From Sarah Gregory <cllrsarahgregory@gmail.com>
Date Sun 31/08/25 17:40
To Maggie Burt <clerk.coddenhampc@gmail.com>

Thanks Maggie-approved

Kind regards
Sarah

From: Maggie Burt <clerk.coddenhampc@gmail.com>
Date: Friday, 29 August 2025 at 17:29
To: Sarah Gregory <cllrsarahgregory@gmail.com>
Subject: Aug timesheet

Hi Sarah
Please find attached my timesheet for approval.

Kind Regards,
Maggie

TIMESHEET

Maggie Burt

Name

Time Period 1-31 August 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-Aug	Fri	Emails/Payroll/Monthly Financials	1.75 hours			1.75 hours	
02-Aug	Sat	Emails/BACS Payments/Monthly Financial Reports	1.25 hours				
04-Aug	Mon	Emails/Mtg Pack prep/Monthly Financial Repts	1.50 hours				
05-Aug	Tues	Emails/Monthly Financial Reports/Publish Agenda & Minutes	1.75 hours				
06-Aug	Weds	Emails/Mtg Pack prep	1.25 hours				
07-Aug	Thurs	Emails/Chasers	1.75 hours				
08-Aug	Fri	Emails/Agenda reprint/republish	1.25 hours			8.75 hours	
11-Aug	Mon	Emails/Budget 26/27	2.75 hours				
12-Aug	Tues	Emails/Website/Budget	2.50 hours				
13-Aug	Weds	Emails/Website/Domain name Research	2.0 hours				
14-Aug	Thurs	Emails/Domain Name Research	1.75 hours				
15-Aug	Fri	Emails/Policy review	1.50 hours				
18-Aug	Mon	Zoom call Breakthrough Comms	0.50 hours			11.0 hours	
			2.0 hours				
18-Aug	Mon	Emails/Wayleave Agmt	0.75 hours				
		Zoom call Breakthrough Comms	1.75 hours				
			2.50 hours				
19-Aug	Tues	Emails	0.75 hours				
20-Aug	Weds	Emails/Land Registry/Doc Retention	2.0 hours				
21-Aug	Thurs	Emails/Land Registry/SALC enquiry	1.25 hours				
22-Aug	Fri	Emails/Chasers/Mtg Pack Prep Data Breach Report	1.0 hours				
23-Aug	Sat	Emails/AMtg Pack Prep	0.50 hours				

18.0 hours

25-Aug Mon Emails/Mtg Pack 2.0 hours

26-Aug Tues Emails/Mtg Pack/Website 2.5 hours

27-Aug Weds Emails/Mtg Pack/Ext Audit query 1.25 hours

28-Aug Thurs Emails/Chasers/Ext Audit Query 1.50 hours

29-Aug Fri Emails/Ext Audit Query/Aug
Financials/Payroll 2.5 hours

9.75 hours

49.75 hours

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	£813.41	Income Tax	£162.60
		Employee NIC	£0.00
Total Payments	£813.41	Total Deductions	£162.60

Net Pay £650.81

Payment Date	31/08/2025	National Insurance Category	C
Payment Period	Month 5	National Insurance Number	YR622672A
Employer PAYE Reference	245/YZ63460	Tax Code	BR wk1mth1
Payroll ID	BU001	Hours worked	49.75
Additional information			

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

Payslip Version 1



Banana Print

Order# 1192932			
Date	Print Date	Ship Date	Delivery Date
15 Aug, 2025			

Billing Details

Andrew MacPherson
Holbeck House, Church road
Coddendam
Coddendam Coddendam IP6 9PY
United Kingdom
Company Name: : Coddendam
Centre CIO
Mobile Number:: 07944581299

Customer Details

Andrew MacPherson
Company Name: : Coddendam
Centre CIO
Mobile Number:: 07944581299

Shipping Details

Andrew MacPherson
Holbeck House, Church road
Coddendam
Coddendam Coddendam IP6 9PY
United Kingdom
Company Name: : Coddendam
Centre CIO
Mobile Number:: 07944581299

Payment Details

Payment Method : PayPal
Transaction Id : ODN79257V8745550N
Payment Date : 15 Aug, 2025
Shipping Method : RoyalMail (Tracked 24 - TPN)

Cart Details

Products	Additional Information	Quantity	Price
	Leaflets - Flyers - (A4 - 297mm x 210mm) Name : 3R Q3 2025 Sides Printed: Single Sided Printing Paper Type: 120gsm Recycled Production Speed: Standard	50	£19.95
	Posters - (A3 420 x 297mm - CMYK) Name : 3R Q3 2025 A3 Sides Printed: Single Sided Printing Paper Type: Recycled 350gsm Production Speed: Standard	10	£14.95
			Total : £34.90
			Shipping Charges : £4.95
			Coupon Amount : £0.00
			Final Price : £39.85