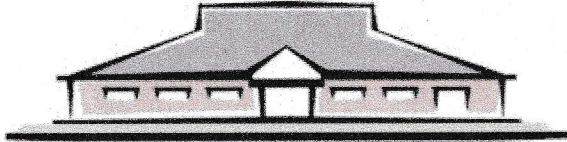


**CODDENHAM PARISH COUNCIL  
SCHEDULE OF MARCH 2026 BACS PAYMENTS**

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
41	Localities Grant Expenditure	The Coddenham Centre	Hall Hire - 3Rs	LGA 1972, s133	£113.95	£0.00	£113.95
42	Street Lighting Running Costs	Suffolk County Council	Street Lighting costs 2026-27	LGA 1972, s111 Small Holding & Allotments Act1908, ss23,25	£243.33	£48.67	£292.00
43	Allotment Expenditure	Stuart Hambridge	Refund of allotment rent	Small Holding & Allotments Act1908, ss23,25	£7.50	£0.00	£7.50
44	Allotment Expenditure	Tim Bealby	Refund of allotment rent	Small Holding & Allotments Act1908, ss23,25	£5.00	£0.00	£5.00
45	Clerk's Salary	Ms M Burt	Salary	LGA 1972, ss101, 111-2	£582.18	£0.00	£582.18
					<b>£951.96</b>	<b>£48.67</b>	<b>£1,000.63</b>



**THE CODDENHAM CENTRE**

# INVOICE

**Invoice No. 2092**

30 March 2026

The Coddenham Centre  
T: 07720 206532  
E: john.whitehead@thecoddenhamcentre.co.uk  
W: www.thecoddenhamcentre.co.uk

## Bill To:

CPC (clerk@coddenham-pc.gov.uk)  
IP6 9PS

Event Date: March 21st, 2026  
Time: 10:00 am - 1:00 pm  
Event: 3Rs Spring Collection

Venue Hire £75/Poster Print £12.95/Design £26Venue Hire

113.95

**Total Amount Due**

**£113.95**

---

## Message from the Administrator

Booked: Main Hall, Kitchen, Foyer  
Payment please before 31 March 2026

## How to pay this invoice

Please quote the invoice number as shown at the top right when making payment to ensure the correct allocation

Bank Transfer: Sort Code: 08-92-99 and Account: 65875005  
Cheque made out to The Coddenham Centre to: Treasurer, The Coddenham Centre,  
4 Catherines Hill, Coddenham IP6 9QG

Alternatively, you can pay by PayPal. Click the link to pay:  
[https://hallbookingonline.com/coddenham/pay\\_invoice.php?invoice\\_ref=UV3VQU45KXDZKNN](https://hallbookingonline.com/coddenham/pay_invoice.php?invoice_ref=UV3VQU45KXDZKNN)

The Coddenham Centre is not VAT registered

## Invoice

Please Quote:	
<b>INVOICE NUMBER:</b>	<b>9569037</b>

CODDENHAM PARISH COUNCIL  
MAGGIE BURT  
4 WEBBS COTTAGES  
SCHOOL LANE  
CODDENHAM  
SUFFOLK  
IP6 9PT

**Contact:** Andrew Allberry  
**Tel:** 01473 341480  
**Email:** income@suffolk.gov.uk

Page 1

**RE:**

VAT Registration Number: 104 1787 91

<b>INVOICE NUMBER</b>	9569037	<b>CUSTOMER NUMBER</b>	60283	<b>INVOICE DATE</b>	12-Mar-2026	<b>PLEASE PAY BY</b>	02-Apr-2026
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Description	Net Amount £	VAT Rate %	VAT Amount £	Total £
<b>Coddenham Parish Council Street Light Maintenance FAO Ms Maggie Burt - clerk.coddenhampc@gmail.com</b>				
Street Light Maintenance	131.04	20.00	26.21	157.25
Street Light Admin	13.05	20.00	2.61	15.66
Energy	90.26	20.00	18.05	108.31
Energy Admin	8.98	20.00	1.80	10.78
			<b>NET AMOUNT</b>	<b>243.33</b>
			<b>VAT</b>	<b>48.67</b>
			<b>INVOICE TOTAL</b>	<b>292.00</b>

**PAYMENT COUNTERFOIL**

**Suffolk County Council**

Customer Name	Customer No.	Invoice No.	Amount Due
CODDENHAM PARISH COUNCIL	60283	9569037	£ 292.00

**WAYS TO PAY ARE SHOWN OVERLEAF**

**Re: Allotment Renewal**

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**From** Stuart Hambridge <stuarthambridge@hotmail.com>  
**Date** Fri 2026-03-20 1:02 PM  
**To** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

That would be great, thank you!  
Nat West a/c 03011410  
Sort 54-30-45  
Cheers Stuart

Sent from [Outlook for Android](#)

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**From:** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>  
**Sent:** Friday, March 20, 2026 11:10:56 AM  
**To:** Stuart Hambridge <stuarthambridge@hotmail.com>  
**Subject:** Re: Allotment Renewal

Hi Stuart

Following the PC meeting on Wednesday, the decision was made not to charge rent for plots 4b & 4c, given they have been unworked for a while. So, in addition to the £2.50 overpayment to be refunded, I can also refund £5.00 for plot 4b if you can let me have your account details.

Kind Regards,  
Maggie

---

**From:** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>  
**Sent:** Monday, March 16, 2026 6:00 PM  
**To:** Stuart Hambridge <stuarthambridge@hotmail.com>  
**Subject:** Re: Allotment Renewal

Unfortunately, I cannot access your bank details from my account. If you could let me have these, please, I'll arrange to process the refund when I do the payment run at the end of the month.

Kind Regards,  
Maggie

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**From:** Stuart Hambridge <stuarthambridge@hotmail.com>  
**Sent:** 16 March 2026 11:42 AM  
**To:** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>  
**Subject:** Re: Allotment Renewal

Hi Maggie,

**Re: Allotment Renewal**

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**From** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

**Date** Fri 2026-03-20 11:11 AM

**To** Stuart Hambridge <stuarthambridge@hotmail.com>

Hi Stuart

Following the PC meeting on Wednesday, the decision was made not to charge rent for plots 4b & 4c, given they have been unworked for a while. So, in addition to the £2.50 overpayment to be refunded, I can also refund £5.00 for plot 4b if you can let me have your account details.

Kind Regards,  
Maggie

---

**From:** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

**Sent:** Monday, March 16, 2026 6:00 PM

**To:** Stuart Hambridge <stuarthambridge@hotmail.com>

**Subject:** Re: Allotment Renewal

Unfortunately, I cannot access your bank details from my account. If you could let me have these, please, I'll arrange to process the refund when I do the payment run at the end of the month.

Kind Regards,  
Maggie

---

**From:** Stuart Hambridge <stuarthambridge@hotmail.com>

**Sent:** 16 March 2026 11:42 AM

**To:** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

**Subject:** Re: Allotment Renewal

Hi Maggie,

If you can put it back in my bank or give it to Gail as we are bowling today

If its a problem just forget it

Thanks I'll remember next time

Stuart

Sent from [Outlook for Android](#)

---

**From:** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

**Sent:** Monday, March 16, 2026 10:23:46 AM

**To:** Stuart Hambridge <stuarthambridge@hotmail.com>

**Subject:** Re: Allotment Renewal

Hi Stuart,

**Refund £5 allotment**

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**From** Tim Bealby <tim.ann43.tb@gmail.com>

**Date** Sat 2026-03-21 12:45 PM

**To** clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

Hi Maggie, here are my UK bank account details:

Account holder name: TIMOTHY BEALBY

Account number: 53235548

Sort code: 20-17-20

Regards

Tim



Outlook

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## Allotment Plot 4c

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**From** clerk@coddensham-pc.gov.uk <clerk@coddensham-pc.gov.uk>

**Date** Fri 2026-03-20 11:15 AM

**To** Tim Bealby <tim.ann43.tb@gmail.com>

Hi Tim

At the PC meeting on Wednesday, the decision was made not to charge rent this year for plot 4c, given it has been unworked for a while. I haven't checked our bank account yet but if you haven't yet paid, please do not pay the £5 for this plot; if you have paid, I will arrange to refund you at the end of the month if you would let me have your bank account details.

Kind Regards,  
Maggie

# 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	£727.58	Income Tax	£145.40
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£727.58</b>	<b>Total Deductions</b>	<b>£145.40</b>

**Net Pay** £582.18

Payment Date	31/03/2026	National Insurance Category	C
Payment Period	Month 12	National Insurance Number	YR622672A
Employer PAYE Reference	245/YZ63460	Tax Code	BR wk1mth1
Payroll ID	BU001	Hours worked	44.5
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



**TIMESHEET**

**Name** Maggie Burt  
**Time Period** 1-31 March 2026  
**Position** Clerk to the Parish Council  
 £16.35ph (from 1 April 2025)

DATE	WEEKDAY	TASK	DAILY TOTAL	Fol	TRAINING	Weekly Total	Monthly Total
02.03.26	Mon	Emails/Laminating Posters/Schedule of Payments/UTB	2.25 hours				
03.03.26	Tues	Emails/RAs/Updates & chasers APM/APCM Q&A forum	1.50 hours <u>2.75 hours</u>		1.25 hours		
03.02.26	Weds	Emails/Lloyds Statement Invoices	1.50 hours				
04.03.26	Thurs	Emails/Monthly Financial Reports	2.0 hours				
05.03.26	Fri	Emails/Allotment Renewal Letters	<u>1.50 hours</u>				<b>9.0 hours</b>
09.03.26	Mon	Emails/Financial Repts.	1.50 hours				
10.03.26	Tues	Emails/Financial Repts/Mtg Pack	2.0 hours				
11.03.26	Weds	Emails/Meeting Pack/Website	2.50 hours				

12.03.26	Thurs	Emails/Mtg Pack/Website/Audit pack	1.50 hours
13.03.26	Fri	Emails/Allotment Rent update/	<u>1.0 hours</u>
<b>8.5 hours</b>			
16.03.26	Mon	Emails/Allotments/Audit Prep	2.0 hours
17.03.26	Tues	Emails/Amazon query/APM prep	1.0 hour
18.03.26	Weds	Emails/Audit prep/Website CPC Mtg	2.50 hours <u>2.25 hours</u> 4.75 hours
19.03.26	Thurs	Emails/Actions from CPC Mtg	3.0 hours
20.03.26	Fri	Emails/Actions from Mtg/Updates	<u>2.0 hours</u>
<b>12.75 hours</b>			
23.03.26	Mon	Emails/Draft Minutes Setting up Printer	1.75 hours
24.03.26	Tues	Emails/Drstft Minutes/Updates/Ext Audit prep	2.75 hours
25.03.26	Weds	Emails/APCM Agenda/Ext Audit prep	2.0 hours
26.03.26	Thurs	Emails/Draft APCM Agenda	2.25 hours

27.03.26	Fri	Emails/Wensite	<u>1.25 hours</u>
29.03.26	Sun	Emails	0.50 hours
30.03.26	Mon	Emails/Minutes/APM Agenda/Updates	2.75 hours
31.03.26	Tues	Emails/Audit prep/Chasers	<u>2.0 hours</u>

9.0 hours

5.25 hours

44.50 hours

x 16.35

= 727.58 gross