

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

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
46	Subscriptions	SLCC	Membership Renewal 2026-27		£116.00	£0.00	£116.00
47	CIO/TCC Recreation Ground	TCC	Estate Cost Payment		<b>£4,400.00</b>	<b>£0.00</b>	<b>£4,400.00</b>
48	CIO/TCC Recreation Ground	TCC	CIL Expenditure - Playground Equipment		<b>£3,000.00</b>	<b>£0.00</b>	<b>£3,000.00</b>
49	Subscriptions	SALC	SALC Membership Renewal		£322.74	£0.00	£322.74
50	Clerk's Salary (NIC)	HMRC	Employers NIC Feb-Apr 26		£111.56	£0.00	£111.56
51	Clerk's Salary (Tax)	HMRC	Income Tax Feb-Apr 26		£398.60	£0.00	£398.60
	Postage, telecomms & consumables	Cllr. S Gregory	Refreshments - APM- 2026		£33.00	£0.00	£33.00
52	Audit Fees	SALC	Internal Audit 2025-26		£290.00	£58.00	£348.00
53	Clerk's Salary	Ms M Bart	April 26 Salary		£503.68	£0.00	£503.68
54					<b>£9,175.58</b>	<b>£58.00</b>	<b>£9,233.58</b>

**NB**

**ITEMS 47 & 48 PAID 9 APRIL 2026**

Collar Factory, Suite 2.03  
112 St. Augustine Street  
Taunton  
Somerset  
TA1 1QN  
Tel: 01823 253646  
Email: finance@slcc.co.uk



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

**Invoice**

<b>Invoice No</b>	MEM258131-1
<b>Invoice Date</b>	01/04/2026
<b>Reference</b>	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: Maggie Burt (52831) Due:01/04/2026	£116.00	£116.00	0.00	£0.00

<b>Total Net Amount</b>	£116.00
<b>Total Tax Amount</b>	£0.00
<b>Invoice Total</b>	£116.00

**Payment Due:** 31/05/2026

**REMITTANCE**

*Detach and return with payment*

<b>Invoice Number:</b>	MEM258131-1
<b>Client:</b>	Coddenham Parish Council
<b>Date:</b>	
<b>Amount Enclosed:</b>	

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code 60-83-01 A/C No. 20314459 Ref: MEM258131-1

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**FW: TCC Funding 2026/27**

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From cllrsarahgregory@coddenham-pc.gov.uk <cllrsarahgregory@coddenham-pc.gov.uk>

Date Tue 2026-04-07 10:38 AM

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

Maggie, hi

Please can you do an extra payment this month and set up a payment for TCC of its funding for the year. Please add it to the payment schedule for April and recirculate when you set up the payment. I have asked John to ask Rob to authorise the payment (with me) so that Nick and John aren't conflicted.

Many thanks

Kind regards  
Sarah

On 06/04/2026, 09:47, "cllrjohnwhitehead@coddenham-pc.gov.uk" <cllrjohnwhitehead@coddenham-pc.gov.uk> wrote:

Hi Sarah,

I'm sending this from my PC email address but conscious that both Nick and I are wearing two hats - PC and TCC - as far as this subject is concerned. However, as all is for the common good of the village, hopefully the proposal I'm setting out is acceptable to you as PC Chair.

TCC has two major projects on their starting lines - the playground project (c.£75k) and the container storage (c.£18k). Both are ultimately fully funded but both are requiring some upfront supplier payments. Accordingly, an early payment of TCC's budgeted funding from the PC would make a modest but still most helpful contribution to the cashflow.

The PC will get half its precept £18,000+ around mid-April from MSDC but as things stand at the start of April we have £14k+ in current and £28k+ in the PC's bank. Last year TCC received its funding from the PC in May. Please can I suggest we make TCC's funding payment for 2026/27, being £4,400 as soon as practical?

If you are in agreement, please could you, as PC Chair, instruct Maggie to set up the £4,400 bank transfer for authorisation?

Best regards,

John

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Re: TCC Funding 2026/27

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From cllrsarahgregory@coddenham-pc.gov.uk <cllrsarahgregory@coddenham-pc.gov.uk>

Date Tue 2026-04-07 6:53 PM

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

Cc cllrjohnwhitehead@coddenham-pc.gov.uk <cllrjohnwhitehead@coddenham-pc.gov.uk>

Maggie, hi

Please can you also add the £3000 CIL payment for the playground to TCC we approved last year ago (minute 726).

Please set up as 2 payments-one is the annual funding and one is CIL (which is set against the CIL reserves).

Thanks

Kind regards.

Sarah

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

**Date:** Tuesday, 7 April 2026 at 10:38

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

**Subject:** FW: TCC Funding 2026/27

Maggie, hi

Please can you do an extra payment this month and set up a payment for TCC of its funding for the year. Please add it to the payment schedule for April and recirculate when you set up the payment. I have asked John to ask Rob to authorise the payment (with me) so that Nick and John aren't conflicted.

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**Suffolk Assn. of Local Councils**  
Units 1 & 2 Hill View Business Park  
Claydon  
Ipswich  
IP6 0AJ

**Invoice To**  
Coddensham Parish Council  
4 Webbs Cottage  
School Lane  
Coddensham  
Suffolk  
IP6 9PT

**VAT Number:**825 0232 65

**Invoice No**31138  
**Invoice Date** 01/04/2026  
**Customer A/c No:**5009

Description	Quantity	Unit Price	Price	VAT
SALC Membership Subscription for 2026/27	1.00	322.74	322.7	0%

Please keep a copy of this invoice for your records

**Payment DUE DATE**31/05/2026

**Net** 322.74  
**VAT** 0.00  
**Gross** 322.74

Bank details  
Sort Code: 20-44-51  
Account number: 00866105

Detach

**Please detach this REMITTANCE SLIP and enclose with your payment**

Account Ref : 5009

Invoice No : 31138

Account Name : Coddensham Parish Council

Amount Paid :

Suffolk Assn. of Local Councils

copied to JCW  
MS 21/4/26

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# Employers' PAYE Direct Debit: advance notice of payment

This message was sent to you on 20 April 2026

## Employers' PAYE Direct Debit: advance notice of payment

Dear CODDENHAM PARISH COUNCIL

**Direct Debit reference: 0000307397**This is for information purposes only. We will collect a Direct Debit for the amount of **£510.16** on or just after **23 April 2026**.

Charge type	Period	Amount
In Year RTI Charge (FPS)	April 2026	£145.40
In Year RTI Charge (FPS)	April 2026	£46.59
In Year RTI Charge (FPS)	March 2026	£115.20

<b>Charge type</b>	<b>Period</b>	<b>Amount</b>
In Year RTI Charge (FPS)	March 2026	£23.90
In Year RTI Charge (FPS)	February 2026	£138.00
In Year RTI Charge (FPS)	February 2026	£41.07

Make sure you have enough funds in your account to meet this payment. Payments will appear on your bank statement as 'HMRC SDDS'.

If there are any changes to the amount, date or frequency of your Direct Debit we will let you know at least 3 working days in advance of your account being debited.

If you have any questions, call 03002003200. You will need your Employers' PAYE reference and your Direct Debit reference.

From HMRC Direct Debit team



**OG**

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**APM**


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

**Date** Tue 2026-04-28 8:51 AM

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

**Cc** cllrjohnwhitehead@coddenham-pc.gov.uk <cllrjohnwhitehead@coddenham-pc.gov.uk>

 2 attachments (487 KB)

ocado receipt apm 1.jpeg; ocado receipt apm.jpeg;

Maggie, hi

Please can you reimburse me £33 in the next payment run for the 3 bottles of wine for the APM. Receipt attached.

Many thanks

Kind regards  
Sarah

## Your Ocado receipt

Ms Sarah Gregory  
 Order number: 1446387329495  
 Delivery date: Sunday 19/04/2026 17:00 - 18:00  
 Contact us: [ocado@ocado.com](mailto:ocado@ocado.com)

### Everything as it should be?

If you're not completely happy with your delivery, please speak to your driver. You can also request a refund for damaged or missing items by visiting our website and clicking on the 'refunds' link for this order within seven days of delivery.

We'll now buy your Ocado bags back for 10p. After your delivery we'll send you an email telling you how much you've been refunded. Thanks for your help.

Cost of goods	[REDACTED]
Delivery charge*	[REDACTED]
Offers savings	[REDACTED]
Carrier bag charge (£0.10/ each)*	[REDACTED]
Bag Recycle Bonus (£0.10/ each)	[REDACTED]
Small order charge*	[REDACTED]
<b>Total charge</b>	[REDACTED]
<b>Payment details</b>	
PayPal billing agreement	
*You have paid VAT of £41.90 on VATable items totalling £250.50	

	Delivered / Ordered	Price to pay £
<b>Fridge</b>		
<b>Use by end of Tuesday</b>		
M&S Egg Custard Tarts 2 x 85g	1/1	£1.40
M&S Jumbo Spring Onions	1/1	£1.50
<b>Use by end of Wednesday</b>		
M&S Strawberries 400g	1/1	£4.25
M&S Tomato Selection 750g	1/1	£2.90
Ocado Coriander 30g	1/1	£0.50
<b>Use by end of Thursday</b>		
Cook With M&S Dill 25g	1/1	£0.85
LEAP Yellowfin Tuna Pan-Fry Pieces 220g	1/1	£5.30
Large Loose Avocado	1/0	£1.20
M&S British Leeks 600g	1/1	£2.20
Ocado 2 ASC Basa Fillets Skinless & Boneless 250g	1/1	£1.85
Russell's Breaded Lemon Sole Goujons 220g	1/1	£4.70
<b>Use by end of Friday</b>		
Charlie Bigham's 2 Salmon En Croutes 440g	1/1	£8.04
M&S Broccoli 375g	1/1	£0.67
M&S Gastropub Triple Cooked Chips in Beef Dripping Side 450g	1/1	£3.35
M&S Roasted Red Pepper Houmous 200g	1/1	£1.75
M&S Seedless Easy Peelers 600g	2/2	£4.90
M&S Seedless White Grapes 500g	1/1	£2.65
Ocado Lemon & Limes 6 per pack	1/1	£1.65
<b>Use by end of Saturday</b>		
M&S Seedless Red Grapes 500g	1/1	£2.65
M&S White Cabbage	1/1	£1.00
M&S Whole Cucumber	1/1	£1.00
Ocado Spinach 500g	1/1	£2.40
Ocado Mixed Peppers 3 per pack	1/0	£2.10

[REDACTED]

Colgate Total Active Prevention Original Toothpaste 125ml*	1/1	£3.50
Kleenex Collection Cube Facial Tissues - Single Box 48 per pack*	3/3	£2.25
M&S 20 Fragranced Vanity Bin Liners 10L 20 per pack*	1/1	£1.50
M&S Chez Michel Marsanne 75cl*	2/2	£18.00
M&S Classics Claret Bordeaux 75cl*	2/2	£20.00
M&S Classics Malbec 75cl*	2/2	£9.00
M&S Cotes Du Rhone Villages Plan De Dieu 75cl*	4/4	£48.00
M&S Found Dimyat 75cl*	2/2	£0.00
M&S Greaseproof Paper 10m*	2/2	£3.00
M&S Non PVC Cling Film 50m*	1/1	£2.50
Method Passion Fruit Daily Shower Spray 828ml*	1/1	£4.00
Ocado Citrus Thick Bleach 750ml*	1/1	£0.75
Spontex Thick Moppets - Super Absorbent Cleaning Sponge 2 per pack*	1/1	£2.40
Terra Organica Parcel Series No. 1 Grillo 75cl*	4/4	£36.00

24/12

1 x £9

**Freezer**

Products with a 'use-by' date over one week

Ben & Jerry's Chocolatey Orange Chunk Ice Cream Tub 465ml*	1/1	£3.00
Hackney Gelato Madagascar Vanilla Gelato 460ml*	1/1	£3.75
Hackney Gelato Peanut Butter & Chocolate Gelato 460ml*	1/1	£3.75
Jude's Triple Chocolate Minis 6 x 50ml*	1/1	£4.50
Magnum Mini Signature Pistachio Ice Cream Sticks 6 x 55ml*	1/1	£5.00
Salcombe Dairy Stem Ginger Ice Cream 500ml*	1/1	£4.00

£33

**Substituted items - Alternatives for unavailable items**

Ocado Mixed Peppers 4 per pack	0/1	0.00
→ Ocado Mixed Peppers 3 per pack	1/0	£2.10

**Returned items - items returned to us**

Large Loose Avocado	1/0	£1.20
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**Offers savings**

You've saved [REDACTED] today

	Price to pay (£)	Qty	Saving (£)
<b>Now £8.50, was £11.50</b>			
Andrex Ultimate Quilts Toilet Roll	£8.50	1	£3.00
<b>Now £3, was £5.55</b>			
Ben & Jerry's Chocolatey Orange Chunk Ice Cream Tub	£3.00	1	£2.55
<b>Buy any 2 for £2</b>			
Bodyform Dailies So Slim Panty Liners	£2.00	2	£1.50
<b>£15 Bistro Meal Deal</b>			
Charlie Bigham's 2 Salmon En Croutes	£8.34	1	£1.61
<b>£15 Bistro Meal Deal</b>			
Gu Chocolate Melting Middle Dessert	£3.31	1	£0.64
<b>£15 Bistro Meal Deal</b>			
M&S Gastropub Triple Cooked Chips in Beef Dripping Side	£3.25	1	£0.65

# 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	£629.48	Income Tax	£125.80
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£629.48</b>	<b>Total Deductions</b>	<b>£125.80</b>

**Net Pay** £503.68

Payment Date	30/04/2026	National Insurance Category	C
Payment Period	Month 1	National Insurance Number	YR622672A
Employer PAYE Reference	245/YZ63460	Tax Code	BR wk1mth1
Payroll ID	BU001	Hours worked	38.5
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



**Re: April 26 Timesheet**

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

**Date:** Thu 2026-04-30 2:57 PM

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

Thanks. Approved

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

**Date:** Thursday, 30 April 2026 at 11:44

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

**Subject:** April 26 Timesheet

Hi Sarah

Please find attached my timesheet for approval.

Kind Regards,  
Maggie

**TIMESHEET**

**Name** Maggie Burt

**Time Period** 1-30 April 2026

**Position** Clerk to the Parish Council

£16.35ph

(from 1 April 2025)

DATE	WEEKDAY	TASK	DAILY TOTAL	FoI	TRAINING	Weekly Total	Monthly Total
01.04.26	Weds	Emails/Scanner/APM Agenda/March BAC S Payments	2.50 hours				
02.04.26	Thurs	Emails/Monthly financials/Scanner	3.25 hours				
03.04.26	Fri	Website Updates	<u>1.75 hours</u>				
						<b>7.50 hours</b>	
07.04.26	Tues	Emails/Publish Posters/Audit	1.50 hours				
08.04.26	Weds	Emails/Financials/	1.50 hours				
09.04.26	Thurs	Emails/Audit	3.25 hours				
10.04.26	Fri	Emails/Audit	<u>1.50 hours</u>				
						<b>7.75 hours</b>	
13.04.26	Mon	Emails/Print & publish Mins/updates & chasers	2.0 hours				
16.04.26	Thurs	Emails/Orders/Audit/	2.0 hours				
17.04.26	Fri	Emails/Audit/Updates	<u>1.50 hours</u>				

5.50 hours

20.04.26	Mon	Emails/Finance Mtg/Audit follow up	3.75 hours
21.04.26	Tues	Emails/Updates & chasers/APM	1.75 hours
22.04.26	Weds	Emails/Audit APM	1.25 hours <u>1.50 hours</u> 2.75 hours
23.04.26	Thurs	Emails/Chasers/Audit follow up	1.50 hours
24.04.26	Fri	Emails/Allotments/Amazon orders	<u>1.75 hours</u>
27.04.25	Mon	Emails/Updates/Audit/13 May Agenda	2.0 hours
28.04.26	Tues	Emails/AuditRecommendstions	1.75 hours
29.04.26	Weds	Emails	0.50 hours
30.04.26	Thurs	Emails/APM Minutes	<u>2.0 hours</u>

11.50 hours

6.25 hours  
38.50 hours