

STEEPLE ASHTON PARISH COUNCIL

PAYMENT SCHEDULE -1st May 2023

| Payee | Detail | Amount | ND | RL/JC | Budget heading |
|----------------------|------------------------------|---------|------------|-------|--------------------------------|
| Cllr Leonard | APM expenses | 84.40 | <i>NOL</i> | | Chair's allowance |
| Master Land Planning | NP consultancy | 2400.00 | <i>NOL</i> | | EMR Neighbourhood Plan Grant |
| Lynda Beaven | Litter pick and dog poo bags | 43.98 | <i>NOL</i> | | Litter pick/dog waste campaign |
| D R Pittams | Summer Grounds | 466.00 | <i>NOL</i> | | Grass cutting |
| SA Village Hall | March hall hire | 36.00 | <i>NOL</i> | | Hall hire |
| David Owen | Payroll admin fee | 103.20 | <i>NOL</i> | | Payroll charges |
| Nicola Duke | Salary March 2023 | 651.84 | <i>NOL</i> | | Clerks salary |
| HMRC | Payroll March 2023 | 170.84 | <i>NOL</i> | | Clerks salary |
| Stuart Thorburn | Play area checks April 2023 | 150.00 | <i>NOL</i> | | Play area checks |

Nicola Duke

From: rob.leonard@steeple-ashton.co.uk
Sent: 25 April 2023 12:00
To: Nicola Duke
Subject: Expenses
Attachments: IMG_20230425_115732.jpg

Hi Nikki,

A couple of expense receipts for you.

Tesco - wine for APM £78.00

Wickes - concrete to fix post for noticeboard in St Mary's rec. £6.40

Did you get your salary through yet?

Rob



Get [Outlook for Android](#)

Wickes
It's got our name on it.

WICKES TROWBRIDGE (275)

UNIT 10, CANAL RD IND EST
KENNET WAY, TROWBRIDGE
WILTSHIRE, BA14 8RN
Tel:- 01225 776580

V A T 336 7258 81

25/04/23 11:39 01-3413

061 T111 1

Blue Circle Ready To Use Postcrete 20kg
221100 1 @ £6.40 6.40 a

SALE Total 6.40

£6.40

Mastercard 6.40-

Auth 087905
Merchant : 8469967
TerminalID : 0000000000000000

Card *****4713
Contactless

Please debit my account with
the amount specified

PLEASE RETAIN THIS FOR YOUR RECORDS

V.A.T. Breakdown
a 6.40 @ 20.00% VAT 1.07
Total VAT 1.07

Total No of Items:1



275013413250423

Wickes may ask for your personal
details on refunds, this is to monitor
and prevent against fraud. Data given
will be used in accordance with our
privacy policy. You are not obliged
to provide your personal details to
obtain a refund from Wickes.

How was your visit today?
Let us know and
you could win £250.
Simply visit: tellwickes.com

Wickes
It's got our name on it.

Trowbridge Extra

Any questions please visit
www.tesco.com/store-locator
VAT Number: GB 220 4302 31

3 Trivento Reserve Malbec 75cl £24.00
£8.00 each
Cc Red Wine -£4.50
3 Campo Viejo Blanco Rioja 75cl £24.00
£8.00 each
Cc Spanish White -£4.50
3 Campo Viejo Winemakers Blend £24.00
750ml
£8.00 each
Cc Red Wine -£4.50
3 Porcupine Ridge Chardonnay £22.50
750ml
£7.50 each
Cc Chardonnay -£3.00

Subtotal: £94.50
Savings: -£16.50
Promotions: -£16.50

TOTAL: £78.00
Card £78.00

Clubcard points earned: 78
Clubcard points balance: 407

Mastercard Credit
AID: A0000000041010
Number: *****4713
Pan sequence no: 05
Authorisation code: 020847
Merchant: 26284805

A chance to win a £1000 Tesco gift card
and collect 25 Clubcard points.
Visit www.tescoviews.com t's & c's apply.



1M31-1RIL-602N-4XMH

25/04/2023 11:24 Store: 3316 Checkout: 071



TAX INVOICE

Steeple Ashton Parish Council
Attention: Nicola Duke
Steeple Ashton Parish Council

Invoice Date
30 Mar 2023

Invoice Number
INV-0006

Reference
MLP22033-1

VAT Number
394065184

Master Land and Planning
Limited
Unit 7 Oakridge Office
Park
Whaddon
Wiltshire
SP5 3HT
Tel: +44 (0) 1722 580 550

| Description | Quantity | Unit Price | VAT | Amount GBP |
|--|----------|------------|------------------|-----------------|
| Neighbourhood Plan Consultancy Services - Stage 1 Project Plan and Scoping Report | 1.00 | 2,000.00 | 20% | 2,000.00 |
| | | | Subtotal | 2,000.00 |
| | | | TOTAL VAT 20% | 400.00 |
| | | | TOTAL GBP | 2,400.00 |

Handwritten signature in red ink

Due Date: 12 Apr 2023

Payment Terms: 14 Days, by BACS only
Account Name: Master Land and Planning Limited
Account Number: 6962 5068
Sort Code: 30-96-73

✂️
PAYMENT ADVICE

To: Master Land and Planning Limited
Unit 7 Oakridge Office Park
Whaddon
Wiltshire
SP5 3HT
Tel: +44 (0) 1722 580 550

| | |
|------------------------|---------------------------------------|
| Customer | Steeple Ashton Parish Council |
| Invoice Number | INV-0006 |
| Amount Due | 2,400.00 |
| Due Date | 12 Apr 2023 |
| Amount Enclosed | Enter the amount you are paying above |

INVOICE

Lynda Beaven

2 St Mary's

Steeple Ashton

BA14 6EN

To: STEEPLE ASHTON PARISH COUNCIL

Date: 10th April 2023

Reimbursement requested for the following please (invoices attached):

750 Dog poo bags £18.99 30/03/2023

8 Litter pickers £24.99 17/03/2023

Total claim £43.98

There was other expenditure on advertising materials (paper, ink, laminating sheets, cable ties etc) and ingredients for cakes, tea, coffee, milk etc which I am not claiming for as I don't have separate invoices.

Please pay by bank transfer to: 11-07-72 00249069

Thank you.



Lynda Beaven (01380 871701)

Invoice

ROBERT LESLIE BEAVEN
 2 ST MARYS, STEEPLE ASHTON
 TROWBRIDGE, WILTS, BA14 6EN
 GB

Paid

Payment reference ID 1x8EOeXswiGAWbKQV25
 Sold by PIPPA & MAX LIMITED
 VAT # GB339383865

Invoice date / Delivery date 30 March 2023
 Invoice # INV-GB-916913925-2023-4843
 Total payable £18.99

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

Billing address

Robert Leslie Beaven
 2 St Marys, Steeple Ashton
 TROWBRIDGE, Wilts, BA14 6EN
 GB

Delivery address

Robert Leslie Beaven
 2 St Marys, Steeple Ashton
 TROWBRIDGE, Wilts, BA14 6EN
 GB

Sold by

PIPPA & MAX LIMITED
 46 WORSBOROUGH AVE
 GREAT SANKEY, Cheshire, WA5 1UZ
 GB
 VAT # GB339383865

Order information

Order date 30 March 2023
 Order # 202-4061656-3225133

Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|--|-----|---------------------------|----------|---------------------------|------------------------------|
| Thick and Durable Dog Poo Bags by Pippa & Max (750) - Extra Strong Dog Walking Poop Bags ASIN: B07N43QP8K | 1 | £15.82 | 20% | £18.99 | £18.99 |
| Shipping Charges | | £0.00 | | £0.00 | £0.00 |

Invoice total £18.99

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|-------|----------|------------------------------|--------------|
| | 20% | £15.82 | £3.17 |
| Total | | £15.82 | £3.17 |

Invoice

ROBERT LESLIE BEAVEN
 2 ST MARYS, STEEPLE ASHTON
 TROWBRIDGE, WILTS, BA14 6EN
 GB

Paid

Payment reference ID 34M7uQgMX6Y8S2FapNKx
 Sold by GGN INTL LTD
 VAT # GB322414053

Invoice date / Delivery date: 17 March 2023
 Invoice #: INV-GB-1183063095-2023-170736
 Total payable: £24.99

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

| Billing address | Delivery address | Sold by |
|---|---|---|
| Robert Leslie Beaven 2 St Marys, Steeple Ashton TROWBRIDGE, Wilts, BA14 6EN GB | Robert Leslie Beaven 2 St Marys, Steeple Ashton TROWBRIDGE, Wilts, BA14 6EN GB | GGN INTL LTD Unit 2C 4 Gladstone Road London, Middlesex, UB2 5BB GB VAT # GB322414053 |

Order information

Order date: 17 March 2023
 Order #: 202-7077063-2814714

Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|-----|------------------------|----------|------------------------|---------------------------|
| Straame Garden Litter Picker Grab & Grip Reaching Litter Rubbish Pick Up Tool Leaf Grabber Stick Multiuse Grabber Light Items (Standard Pick Up Tool Pack of 8) ASIN: B099ZZGW2K | 1 | £20.82 | 20% | £24.99 | £24.99 |
| Shipping Charges | | £0.00 | | £0.00 | £0.00 |

Invoice total: £24.99

| VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|--------------|---------------------------|--------------|
| 20% | £20.82 | £4.17 |
| Total | £20.82 | £4.17 |

INVOICE

Telephone:07785384917

D R & R A PITTAMS

Email:davepittams@outlook.com

Woodlands Farm, Mildenhall, Marlborough, Wiltshire, SN8 2NH

Steeple Ashton Parish Council
Parish Office
2 St Marys School
High Street
Steeple / Ashton
Trowbridge.
BA14 6EU

VAT: Reg No 119 786 726

Date & Tax Point: 25.04.23

Invoice No: 7856/23

| | |
|------------------------------------|----------------|
| Ref: Steeple Ashton Parish Council | |
| Summer Grounds | |
| April'23 | £388.33 |
| <i>Handwritten signature</i> | |
| TOTAL GOODS | £388.23 |
| VAT @ 20% | £77.67 |
| TOTAL | £466.00 |

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REMITTANCE ADVICE

Name Steeple Ashton Parish Council

Invoice No. 7856/23

Total £466.00

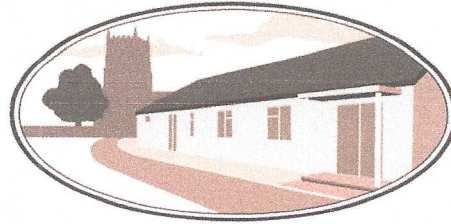
BACS details: Barclays Bank, 20.84.61 Acc: 20733334

Important: Please detach & return with your remittance to:

Mr D Pittams
Woodlands Farm
Mildenhall, Marlborough
Wiltshire SN8 2NH

Steeple Ashton Village Hall

Church Street
Steeple Ashton
Trowbridge
Wiltshire
BA14 6EW



treasurer@steepleashtonvh.org.uk
07901 760117
01380 870362

Aside

Invoice Part A (Please keep for your reference)

| |
|--|
| Hirer |
| Parish Council clerk@steeple-ashton.co.uk |

Invoice Date

| |
|----------|
| 09/04/23 |
|----------|

Invoice Number

| |
|--------|
| 230037 |
|--------|

| Date of Hire | Details | Hours | Cost per hr | Total |
|--------------|---------|-------|-------------|---------|
| 06/03/23 | Meeting | 2 | £ 9.00 | £ 18.00 |
| 13/03/23 | Meeting | 2 | £ 9.00 | £ 18.00 |
| | | | | £ - |
| | | | | £ - |
| | | | | £ - |
| | | | | £ - |

Balance Due (Within 14 Days of Invoice Date):

| |
|---------|
| £ 36.00 |
|---------|

| | |
|---------------------|--|
| To pay by BACS: | Account Name: Steeple Ashton Village Hall |
| | Sort Code: 30-98-75 |
| | Account Number: 00394014 |
| | Reference: Please use the invoice number above |
| To pay by Cheque | Make cheques out to: Steeple Ashton Village Hall |
| Post or deliver to: | Francesca Buffery-King, 8 High Street, Steeple Ashton, BA14 6EL |
| | Cheques can be posted into the Post Box on the front of the Village Hall |

Invoice Part B (Please complete, detach and return with payment)

| | | |
|----------------------------|----------------|----------|
| Hirer | Invoice Date | 09/04/23 |
| Parish Council | Invoice Number | 230037 |
| clerk@steeple-ashton.co.uk | Invoice Total | £ 36.00 |
| | Cash | |
| | Cheques | |
| | TOTAL | |

Our Ref: PC/STEE03/332614

Miss N Duke
Steeple Ashton Parish Council
Parish Office 2 St Mary's School
High Street
Steeple Ashton
Trowbridge
Wiltshire
BA14 6EU

14 April 2023

Dear Nikki

PAYROLL

I have now completed the council's payroll for March 2023 and enclose the following reports:-

- Payslip
- Month End Payroll Summary
- Year End P60

As you will see from the month end payroll summary a payment of £170.84 is due to HM Revenue & Customs in respect of income tax and national insurance. The payment needs to be with HM Revenue & Customs by 22 April 2023.

The reports have been prepared from information supplied to us and will form the basis of the online submission that will be made to HM Revenue & Customs.

HM Revenue & Customs regard the completion of the online submissions as your personal responsibility and have the right to charge substantial penalties if any mistakes can be attributed to negligent or deliberate actions. Therefore, please check the information carefully to ensure that:

- (a) We have been advised of all persons employed by you during the pay period, including casual and temporary employees.
- (b) New starters and leavers have been identified and correctly dealt with.
- (c) We have been informed of any changes to employee personal details and have been given all information with regard to new employees.
- (d) The reports properly reflect amounts paid in the period.

In the event you have any queries, please do not hesitate to contact the payroll department.

My firm's fee note in respect of the quarter to 31 March 2023 is enclosed for your kind attention in due course.

Yours sincerely

Paul Clark
Payroll Manager

For and on behalf of David Owen

Steeple Ashton Parish Council
Parish Office 2 St Mary's School
High Street
Steeple Ashton
Trowbridge
Wiltshire
BA14 6EU

Invoice No.: 35017

Date: 14 April 2023

Ref: STEE03

To professional charges for dealing with the council's payroll for
the quarter to 31 March 2023.

86.00

Fee

86.00

VAT @ 20%

17.20

Total Fee

Aske

£ 103.20

30 days payment terms

17 The Market Place Devizes Wiltshire SN10 1HT
01380 722211 devizes@davidowen.co.uk

Account name: Handelsbanken: Sort Code: 40-51-62 Bank Account No: 72799466
Interest at 0.7% per month will be charged on late payment
VAT Registration No: 138 0497 60

STEEPLE ASHTON PARISH COUNCIL

Private & Confidential

MISS N DUKE
 81 STUDLAND PARK
 WESTBURY
 WILTSHIRE

 BA13 3HN

Duke

| Payments | Qty | Rate | Amount |
|-----------------------|-----|------|---------------|
| Salary | | | 814.84 |
| Total Payments | | | 814.84 |

| Deductions | |
|-------------------------|---------------|
| PAYE Tax | 163.00 |
| NIC | 0.00 |
| Total Deductions | |
| | 163.00 |

Net Pay 651.84

Employee No: 3 **Name:** MISS NICOLA DUKE
NI No: NW785867C **Date:** 31/03/2023
NI Rate: A **Period:** Month No : 12
Tax Code: BR **Pay Method:** Bank Credit

| Employee To-date Totals | | | | | |
|-------------------------|----------|---------------------|------|---------|------------------|
| Gross NIable | 10434.08 | | | | Employee Pension |
| Gross Taxable | 10434.08 | Student Loans | 0.00 | | |
| PAYE Tax | 2086.80 | SSP | 0.00 | | |
| NIC | 103.43 | Other Stat Payments | 0.00 | Net Pay | 8243.85 |

| Employer To-date Totals | | |
|-------------------------|--|--|
| Employer Pension | | Employer's NI: 197.41 |

| |
|--|
| |
|--|

| Employee | Taxable Gross | PAYE Tax | National Insurance Employee | Employer | Class IA | S S P | S M P | S A P | S P P | S h P P | S P B P | Student Loan | Net Pay |
|------------------------------|---------------|----------|-----------------------------|----------|----------|-------|-------|-------|-------|---------|---------|--------------|---------|
| 3 DUKEN | 814.84 | 163.00 | 0.00 | 7.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 651.84 |
| | 814.84 | 163.00 | 0.00 | 7.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 651.84 |
| <hr/> | | | | | | | | | | | | | |
| Company Totals | | | | | | | | | | | | | |
| | 814.84 | 163.00 | 0.00 | 7.84 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 651.84 |
| <hr/> | | | | | | | | | | | | | |
| Number of Employees 1 | | | | | | | | | | | | | |

Calculation of National Insurance Contributions

| Payments | Deductions | Recovered | Compensation |
|-----------------------|----------------------|-----------|--------------|
| Gross NI | 7.84 | 0.00 | 0.00 |
| Apprenticeship Levy | 0.00 | 0.00 | 0.00 |
| | ShPP | 0.00 | 0.00 |
| | SAP | 0.00 | 0.00 |
| | SPBP | 0.00 | 0.00 |
| | Employment Allowance | 0.00 | |
| Totals | | 0.00 | 0.00 |
| <hr/> | | | |
| Total Payments | 7.84 | | |

Calculation of Net Income Tax

| Payments | |
|-----------------------|--------|
| Income Tax | 163.00 |
| Student Loans | 0.00 |
| Net Income Tax | 163.00 |
| <hr/> | |
| Net NI | 7.84 |
| <hr/> | |
| Amount Due | 170.84 |

Aude

ASK GROUNDS AND PROPERTY MAINTENANCE

APRIL RISE, 81 STUDLAND PARK, WESTBURY, WILTSHIRE, BA13 3HN

Steeple Ashton Parish Council

By email

30th April 2023

INVOICE – 230430

To carry out weekly play area checks April 2023 – 150.00

TOTAL £ 150.00



Please note payment to be made to the following account:

Mr S R Hollburn-Thorburn

Santander

Sort code 09-01-27

Account number 73018618