

**Burnham Market Parish Council****BANK ACCOUNTS**

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|                                     |                   |
|-------------------------------------|-------------------|
| Current Account                     | £11,506.50        |
| Savings 0811                        | £30,278.34        |
| CIL/funds 0808                      | £283.27           |
| <b>Total in Banks</b>               | <b>42,068.11</b>  |
| <b>Cash</b>                         | <b>120.00</b>     |
| <b>GRAND TOTAL (Banks and Cash)</b> | <b>£42,188.11</b> |

**Burnham Market Parish Council**  
**STATEMENT OF ACCOUNTS**

|                              | RECEIPTS  | PAYMENTS  |
|------------------------------|-----------|-----------|
| Opening Balance              |           |           |
| Balance at Bank              | 30,633.08 |           |
| Cash in Hand                 |           |           |
| Precept                      | 45,509.75 |           |
| Other Income                 | 215.00    |           |
| Allotment Rents              | 1,575.00  |           |
| Bank Interest                | 806.77    |           |
| CIL Funding                  |           |           |
| CIL Income                   | 12,220.83 |           |
| VAT Refunds                  |           |           |
| Staff Costs                  |           | 15,849.97 |
| Office Expenses              |           | 1,045.06  |
| Insurance                    |           | 2,023.71  |
| Information Commissioner     |           | 39.17     |
| Audit Fees                   |           | 570.00    |
| Room Hire                    |           | 272.50    |
| Memberships & Subscriptions  |           | 847.14    |
| Training                     |           | 30.00     |
| Travel Expenses              |           | 53.10     |
| Bank & Payroll Charges       |           | 233.40    |
| Website                      |           | 153.00    |
| Other Admin Expenses         |           | 788.89    |
| Rents                        |           | 1,452.00  |
| Other Costs                  | 70.00     | 2,204.40  |
| Sundry Projects              |           | 640.00    |
| Pavillion Electricity        |           | 453.49    |
| Pavillion Water              |           | 76.45     |
| Projects                     |           | 4,999.67  |
| Grounds Maintenance          |           | 2,681.70  |
| Other Maintenance            |           | 1,818.91  |
| Play Area                    |           | 2,426.55  |
| Playing Field & Car Park     |           |           |
| Litter Bin Emptying          |           | 780.10    |
| Dog Bin Emptying             |           | 666.12    |
| Grit Bins                    |           |           |
| Defibrillator                |           | 132.46    |
| General Maintenance          | 1,338.88  | 7,996.55  |
| Streetlighting - Power       |           | 1,974.47  |
| Streetlighting - Maintenance |           | 500.00    |
| Footpaths/SAM 2 Unit         |           |           |
| Charities & Grants           |           | 820.00    |
| Chairman's Allowance         |           | 60.00     |

**Burnham Market Parish Council**  
**STATEMENT OF ACCOUNTS**

|                              | RECEIPTS         | PAYMENTS         |
|------------------------------|------------------|------------------|
| Election Charges             |                  |                  |
| CIL Funding Expenditure      |                  |                  |
| CIL Applications Expenditure |                  |                  |
| Noticeboards                 | 375.00           |                  |
| Village Green Lease          |                  | 127.50           |
| Equipment                    |                  | 733.65           |
| maint                        |                  | 1,720.00         |
| Deposit                      |                  |                  |
| Allotment Deposits           | 150.00           |                  |
| Auction Charge               | 350.00           |                  |
| Donations                    | 1,600.00         |                  |
| Tennis Club Rental           | 200.00           |                  |
| Craft Fair                   | 250.00           |                  |
| VAT                          | 4,172.40         | 3,138.07         |
|                              | <b>68,833.63</b> | <b>57,308.03</b> |
| <hr/>                        |                  |                  |
| <b>Closing Balances:</b>     |                  |                  |
| Balances in Bank Account     |                  | 42,038.68        |
| Cash in Hand                 |                  | 120.00           |
|                              |                  |                  |
| <b>TOTAL</b>                 | <b>99,466.71</b> | <b>99,466.71</b> |

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed  \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

**Burnham Market Parish Council**  
**Annual Return**

**Accounts for Year from 01/04/2024 to 31/03/2025**

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

\* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report .

| Box No. | Description                                | Year ending     |                 |   |
|---------|--|-----------------|-----------------|---|
|         |  | 31/03/2024<br>£ | 31/03/2025<br>£ |   |
| 1       | Balances brought fwd                       | 48,459.72       | 30,633.08       | * |
| 2       | Annual precept                             | 43,550.00       | 45,509.75       |   |
| 3       | Total other receipts                       | 43,467.26       | 23,323.88       | * |
| 4       | Staff Costs                                | 21,819.85       | 15,849.97       | * |
| 5       | Loan interest/capital repayment            | 0.00            | 0.00            |   |
| 6       | Total other payments                       | 83,024.05       | 41,458.06       | * |
| 7       | Balances carried forward                   | 30,633.08       | 42,158.68       | * |
| 8       | Total Cash and Short Term Inve <b>Text</b> | 30,633.08       | 42,158.68       | * |
| 9       | Total Fixed Assets and Long Ter            | 173,792.63      | 184,842.02      |   |
| 10      | Total Borrowings                           | 0.00            | 0.00            |   |

Prepared by Clerk / RFO



**Burnham Market Parish Council**  
**ANNUAL RETURN - Section 2 : Statement of Accounts**

**Explanation of variances**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

| Box No. | Description                                  | 31/03/2024<br>£ | 31/03/2025<br>£ | Variance<br>£ | Variance<br>% | Explanation<br>Required? | Notes   |
|---------|--|-----------------|-----------------|---------------|---------------|--------------------------|---|
| 1       | Balances brought fwd                         | 48459.72        | 30633.08        |               |               |                          | BALANCE B/F AGREES  |
| 2       | Annual precept                               | 43550.00        | 45509.75        | 1959.75       | 5%            | No                       | increase for inflation and additional running costs.  |
| 3       | Total other receipts                         | 43467.26        | 23323.88        | -20143.38     | 46%           | Yes                      | In the previous year there was a large unique expenditure on the pavilion that did not occur 24_25  |
| 4       | Staff Costs                                  | 21819.85        | 15849.97        | -5969.88      | 27%           | Yes                      | Change of staff resulting in a lower staff Costs bill.  |
| 5       | Loan interest/capital repayments             | 0.00            | 0.00            | 0.00          | 0%            | No                       |   |
| 6       | Total other payments                         | 83024.05        | 41458.06        | -41565.99     | 50%           | Yes                      | in 24_25 there were far fewer projects ( eg the pavilion and play equipment were largely completed)   |
| 7       | Balances carried forward                     | 30633.08        | 42158.68        | 11525.60      | 38%           | Yes                      | Some predicted costs rolled into 25_26 ( eg table tennis table) whilst with the recent flooding an additional reserve is required against emergencies. Additionally having had a year of large spending, some saving was necessary. |
| 8       | Total Cash and Short Term Investments        | 30633.08        | 42158.68        | 11525.60      | 38%           | Yes                      | Some predicted costs rolled into 25_26 ( eg table tennis table) whilst with the recent flooding an additional reserve is required against emergencies. Additionally having had a year of large spending, some saving was necessary. |
| 9       | Total Fixed Assets and Long Term Investments | 173792.63       | 184842.02       | 11049.39      | 6%            | No                       | The council added assist in etc pavilion  |
| 10      | Total Borrowings                             | 0.00            | 0.00            | 0.00          | 0%            | No                       |   |

**Burnham Market Parish Council**  
**ANNUAL RETURN - Section 2 : Statement of Accounts**

**Explanation of variances**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

| <b>Box No.</b> | <b>Description</b> | <b>31/03/2024<br/>£</b> | <b>31/03/2025<br/>£</b> | <b>Variance<br/>£</b> | <b>Variance<br/>%</b> | <b>Explanation<br/>Required?</b> | <b>Notes</b> |
|----------------|--------------------|-------------------------|-------------------------|-----------------------|-----------------------|----------------------------------|--------------|
|----------------|--------------------|-------------------------|-------------------------|-----------------------|-----------------------|----------------------------------|--------------|

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

# Burnham Market Parish Council

## Summary of Receipts and Payments

16 April 2025 (2024-2025)

All Cost Centres and Codes

| Income           |                    | Receipts         |                  |                 | Payments |        |          | Net Position          |
|------------------|--------------------|------------------|------------------|-----------------|----------|--------|----------|-----------------------|
|                  |                    | Budgeted         | Actual           | Variance        | Budgeted | Actual | Variance | +/- Under/over spend  |
| 1                | Precept            | 45,509.75        | 45,509.75        |                 |          |        |          | (0%)                  |
| 2                | Other Income       | 2,800.00         | 215.00           | -2,585.00       |          |        |          | -2,585.00 (-92%)      |
| 3                | Allotment Rents    | 1,400.00         | 1,575.00         | 175.00          |          |        |          | 175.00 (12%)          |
| 4                | Bank Interest      | 350.00           | 806.77           | 456.77          |          |        |          | 456.77 (130%)         |
| 5                | CIL Funding        |                  |                  |                 |          |        |          | (N/A)                 |
| 6                | CIL Income         |                  | 12,220.83        | 12,220.83       |          |        |          | 12,220.83 (N/A)       |
| 7                | VAT Refunds        | 4,432.62         |                  | -4,432.62       |          |        |          | -4,432.62 (-100%)     |
| 48               | Allotment Deposits |                  | 150.00           | 150.00          |          |        |          | 150.00 (N/A)          |
| 49               | Auction Charge     |                  | 350.00           | 350.00          |          |        |          | 350.00 (N/A)          |
| 50               | Donations          |                  | 1,600.00         | 1,600.00        |          |        |          | 1,600.00 (N/A)        |
| 51               | Tennis Club Rental |                  | 200.00           | 200.00          |          |        |          | 200.00 (N/A)          |
| 52               | Craft Fair         |                  | 250.00           | 250.00          |          |        |          | 250.00 (N/A)          |
| <b>SUB TOTAL</b> |                    | <b>54,492.37</b> | <b>62,877.35</b> | <b>8,384.98</b> |          |        |          | <b>8,384.98 (15%)</b> |

| Administration   |                             | Receipts |        |          | Payments         |                  |                 | Net Position          |
|------------------|-----------------------------|----------|--------|----------|------------------|------------------|-----------------|-----------------------|
|                  |                             | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance        | +/- Under/over spend  |
| 8                | Staff Costs                 |          |        |          | 22,826.60        | 15,849.97        | 6,976.63        | 6,976.63 (30%)        |
| 9                | Office Expenses             |          |        |          | 1,420.00         | 1,093.60         | 326.40          | 326.40 (22%)          |
| 10               | Insurance                   |          |        |          | 2,017.00         | 2,023.71         | -6.71           | -6.71 (-0%)           |
| 11               | Information Commissioner    |          |        |          | 35.00            | 39.17            | -4.17           | -4.17 (-11%)          |
| 12               | Audit Fees                  |          |        |          | 465.00           | 570.00           | -105.00         | -105.00 (-22%)        |
| 13               | Room Hire                   |          |        |          | 300.00           | 272.50           | 27.50           | 27.50 (9%)            |
| 14               | Memberships & Subscriptions |          |        |          | 1,804.00         | 1,091.54         | 712.46          | 712.46 (39%)          |
| 15               | Training                    |          |        |          | 500.00           | 30.00            | 470.00          | 470.00 (94%)          |
| 16               | Travel Expenses             |          |        |          |                  | 53.10            | -53.10          | -53.10 (N/A)          |
| 17               | Bank & Payroll Charges      |          |        |          | 217.00           | 233.40           | -16.40          | -16.40 (-7%)          |
| 18               | Website                     |          |        |          | 125.00           | 153.00           | -28.00          | -28.00 (-22%)         |
| 19               | Other Admin Expenses        |          |        |          | 250.00           | 728.35           | -478.35         | -478.35 (-191%)       |
| <b>SUB TOTAL</b> |                             |          |        |          | <b>29,959.60</b> | <b>22,138.34</b> | <b>7,821.26</b> | <b>7,821.26 (26%)</b> |

| Allotments       |             | Receipts |              |              | Payments        |                 |                  | Net Position            |
|------------------|-------------|----------|--------------|--------------|-----------------|-----------------|------------------|-------------------------|
|                  |             | Budgeted | Actual       | Variance     | Budgeted        | Actual          | Variance         | +/- Under/over spend    |
| 20               | Rents       |          |              |              | 1,320.00        | 1,452.00        | -132.00          | -132.00 (-10%)          |
| 21               | Other Costs |          | 70.00        | 70.00        | 700.00          | 2,180.00        | -1,480.00        | -1,410.00 (-201%)       |
| 47               | Deposit     |          |              |              |                 |                 |                  | (N/A)                   |
| <b>SUB TOTAL</b> |             |          | <b>70.00</b> | <b>70.00</b> | <b>2,020.00</b> | <b>3,632.00</b> | <b>-1,612.00</b> | <b>-1,542.00 (-76%)</b> |

# Burnham Market Parish Council

## Summary of Receipts and Payments

16 April 2025 (2024-2025)

All Cost Centres and Codes

### Projects

| Code             | Title           | Receipts |        |          | Payments        |               |               | Net Position         |
|------------------|-----------------|----------|--------|----------|-----------------|---------------|---------------|----------------------|
|                  |                 | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance      | +/- Under/over spend |
| 22               | Sundry Projects |          |        |          | 1,000.00        | 420.00        | 580.00        | 580.00 (58%)         |
| <b>SUB TOTAL</b> |                 |          |        |          | <b>1,000.00</b> | <b>420.00</b> | <b>580.00</b> | <b>580.00 (58%)</b>  |

### Pavillion

| Code             | Title                 | Receipts |        |          | Payments        |                 |                  | Net Position             |
|------------------|-----------------------|----------|--------|----------|-----------------|-----------------|------------------|--------------------------|
|                  |                       | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance         | +/- Under/over spend     |
| 23               | Pavillion Electricity |          |        |          | 575.00          | 476.41          | 98.59            | 98.59 (17%)              |
| 24               | Pavillion Water       |          |        |          | 150.00          | 88.45           | 61.55            | 61.55 (41%)              |
| 25               | Projects              |          |        |          | 1,000.00        | 4,999.67        | -3,999.67        | -3,999.67 (-399%)        |
| 45               | Equipment             |          |        |          |                 | 733.65          | -733.65          | -733.65 (N/A)            |
| 46               | maint                 |          |        |          |                 | 1,720.00        | -1,720.00        | -1,720.00 (N/A)          |
| <b>SUB TOTAL</b> |                       |          |        |          | <b>1,725.00</b> | <b>8,018.18</b> | <b>-6,293.18</b> | <b>-6,293.18 (-364%)</b> |

### Parks & Open Spaces

| Code             | Title               | Receipts |        |          | Payments        |                 |               | Net Position         |
|------------------|---------------------|----------|--------|----------|-----------------|-----------------|---------------|----------------------|
|                  |                     | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance      | +/- Under/over spend |
| 26               | Grounds Maintenance |          |        |          | 5,500.00        | 3,351.14        | 2,148.86      | 2,148.86 (39%)       |
| 27               | Other Maintenance   |          |        |          | 200.00          | 1,818.91        | -1,618.91     | -1,618.91 (-809%)    |
| 44               | Village Green Lease |          |        |          |                 | 127.50          | -127.50       | -127.50 (N/A)        |
| <b>SUB TOTAL</b> |                     |          |        |          | <b>5,700.00</b> | <b>5,297.55</b> | <b>402.45</b> | <b>402.45 (7%)</b>   |

### General Maintenance

| Code             | Title                    | Receipts |               |               | Payments        |                 |                  | Net Position          |
|------------------|--------------------------|----------|---------------|---------------|-----------------|-----------------|------------------|-----------------------|
|                  |                          | Budgeted | Actual        | Variance      | Budgeted        | Actual          | Variance         | +/- Under/over spend  |
| 28               | Play Area                |          |               |               | 800.00          | 2,426.55        | -1,626.55        | -1,626.55 (-203%)     |
| 29               | Playing Field & Car Park |          |               |               | 500.00          | 172.50          | 327.50           | 327.50 (65%)          |
| 43               | Noticeboards             |          | 375.00        | 375.00        |                 |                 |                  | 375.00 (N/A)          |
| <b>SUB TOTAL</b> |                          |          | <b>375.00</b> | <b>375.00</b> | <b>1,300.00</b> | <b>2,599.05</b> | <b>-1,299.05</b> | <b>-924.05 (-71%)</b> |

### Village Maintenance

| Code | Title               | Receipts |          |          | Payments |          |           | Net Position         |
|------|---------------------|----------|----------|----------|----------|----------|-----------|----------------------|
|      |                     | Budgeted | Actual   | Variance | Budgeted | Actual   | Variance  | +/- Under/over spend |
| 30   | Litter Bin Emptying |          |          |          | 900.00   | 780.10   | 119.90    | 119.90 (13%)         |
| 31   | Dog Bin Emptying    |          |          |          | 900.00   | 666.12   | 233.88    | 233.88 (25%)         |
| 32   | Grit Bins           |          |          |          | 150.00   |          | 150.00    | 150.00 (100%)        |
| 33   | Defibrillator       |          |          |          | 120.00   | 132.46   | -12.46    | -12.46 (-10%)        |
| 34   | General Maintenance |          | 1,338.88 | 1,338.88 | 590.00   | 7,154.61 | -6,564.61 | -5,225.73 (-885%)    |



# Burnham Market Parish Council

## Summary of Receipts and Payments

16 April 2025 (2024-2025)

All Cost Centres and Codes

|                  |  |          |          |          |          |           |                   |
|------------------|--|----------|----------|----------|----------|-----------|-------------------|
| <b>SUB TOTAL</b> |  | 1,338.88 | 1,338.88 | 2,660.00 | 8,733.29 | -6,073.29 | -4,734.41 (-177%) |
|------------------|--|----------|----------|----------|----------|-----------|-------------------|

### Highways

| Code Title                      | Receipts |        |          | Payments        |                 |                 | Net Position          |
|---------------------------------|----------|--------|----------|-----------------|-----------------|-----------------|-----------------------|
|                                 | Budgeted | Actual | Variance | Budgeted        | Actual          | Variance        | +/- Under/over spend  |
| 35 Streetlighting - Power       |          |        |          | 1,800.00        | 1,951.55        | -151.55         | -151.55 (-8%)         |
| 36 Streetlighting - Maintenance |          |        |          | 2,160.00        | 500.00          | 1,660.00        | 1,660.00 (76%)        |
| 37 Footpaths/SAM 2 Unit         |          |        |          | 300.00          |                 | 300.00          | 300.00 (100%)         |
| <b>SUB TOTAL</b>                |          |        |          | <b>4,260.00</b> | <b>2,451.55</b> | <b>1,808.45</b> | <b>1,808.45 (42%)</b> |

### Donations Etc

| Code Title              | Receipts |        |          | Payments      |               |              | Net Position         |
|-------------------------|----------|--------|----------|---------------|---------------|--------------|----------------------|
|                         | Budgeted | Actual | Variance | Budgeted      | Actual        | Variance     | +/- Under/over spend |
| 38 Charities & Grants   |          |        |          | 800.00        | 820.00        | -20.00       | -20.00 (-2%)         |
| 39 Chairman's Allowance |          |        |          | 100.00        | 60.00         | 40.00        | 40.00 (40%)          |
| <b>SUB TOTAL</b>        |          |        |          | <b>900.00</b> | <b>880.00</b> | <b>20.00</b> | <b>20.00 (2%)</b>    |

### Earmarked Reserves

| Code Title                      | Receipts |        |          | Payments        |        |                 | Net Position           |
|---------------------------------|----------|--------|----------|-----------------|--------|-----------------|------------------------|
|                                 | Budgeted | Actual | Variance | Budgeted        | Actual | Variance        | +/- Under/over spend   |
| 40 Election Charges             |          |        |          | 1,800.00        |        | 1,800.00        | 1,800.00 (100%)        |
| 41 CIL Funding Expenditure      |          |        |          |                 |        |                 | (N/A)                  |
| 42 CIL Applications Expenditure |          |        |          |                 |        |                 | (N/A)                  |
| <b>SUB TOTAL</b>                |          |        |          | <b>1,800.00</b> |        | <b>1,800.00</b> | <b>1,800.00 (100%)</b> |

### Summary

|                    |                  |                  |                  |                  |                  |                  |                      |
|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------|
| <b>NET TOTAL</b>   | <b>54,492.37</b> | <b>64,661.23</b> | <b>10,168.86</b> | <b>51,324.60</b> | <b>54,169.96</b> | <b>-2,845.36</b> | <b>7,323.50 (6%)</b> |
| V.A.T.             |                  | 4,172.40         |                  |                  | 3,108.64         |                  |                      |
| <b>GROSS TOTAL</b> |                  | <b>68,833.63</b> |                  |                  | <b>57,278.60</b> |                  |                      |

**Parish CIL Annual Report**

**Parish:**

**Reporting Year 1 April 2024 to 31 March 2025**

|   |   |                  |
|---|---|------------------|
| A | Total CIL income carried over from previous years | £ 12566.79       |
| B | Total CIL income received (receipts)              | £ 12220.83       |
| C | Total CIL spent (expenditure)                     | £ 9197.59        |
| D | Total CIL repaid following a repayment notice     | £0               |
| E | <b>Total CIL retained at year end (A+B-C-D)</b>   | <b>£15590.03</b> |

**CIL expenditure**

| Item / Purpose     | Amount spent |
|--------------------|--------------|
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
| Sheet Attached.    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
|                    |              |
| <b>Total spent</b> | <b>£</b>     |

Signed:  Position: Clerk / RFO

Verified: \_\_\_\_\_ Position:

Publish on PC website and send copy to the BCK:LWN CIL Officer no later than 30<sup>th</sup> June following the reported year.

**EXAMPLE Parish CIL Annual Report**

**Parish:** Name of Parish

**Reporting Year 1 April 2016 to 31 March 2017**

|          |   |                  |
|----------|---|------------------|
| A        | Total CIL income carried over from previous years | £1,000.00        |
| B        | Total CIL income received (receipts)              | £5,000.00        |
| C        | Total CIL spent (expenditure)                     | £2,500.00        |
| D        | Total CIL repaid following a repayment notice     | £0.00            |
|          |   |                  |
| <b>E</b> | <b>Total CIL retained at year end (A+B-C-D)</b>   | <b>£3,500.00</b> |

**CIL expenditure**

| <b>Item / Purpose</b>        | <b>Amount spent</b> |
|------------------------------|---------------------|
| Vehicle activated speed sign | £500.00             |
| Extension of play area       | £2000.00            |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
|                              |                     |
| <b>Total spent</b>           | <b>£2500.00</b>     |

Signed: **Example parish clerk** Position: Clerk

Verified: **Example parish chairperson** Position: Chairperson

Publish on PC website and send copy to the BCKLWN CIL Officer no later than 30<sup>th</sup> June following the reported year.

|     |            |           |         |           |            |                         |                         |
|-----|------------|-----------|---------|-----------|------------|-------------------------|-------------------------|
| 51  | 11.06.2024 | £2,885.45 | £577.09 | £3,462.54 | 11.06.2024 | CCTV installation       | AM Blatch Electric      |
| 72  | 03.07.2024 | £114.00   | £0.00   | £114.00   | 03.07.2024 | Platinum Jubilee Beacon | Dennis Clark            |
| 66  | 03.07.2024 | £13.66    | £2.73   | £16.39    | 03.07.2024 | Pavilion Items          | Eurooffice              |
| 67  | 03.07.2024 | £51.10    | £10.22  | £61.32    | 03.07.2024 | Pavilion Items          | Eurooffice              |
| 68  | 03.07.2024 | £315.17   | £63.03  | £378.20   | 03.07.2024 | Pavilion Items          | Eurooffice              |
| 160 | 08.10.2024 | £120.00   | £24.00  | £144.00   | 31.10.2024 | Playing Field equipment | Fenland Leisure         |
| 13  | 11.04.2024 | £750.00   | £0.00   | £750.00   | 11.04.2024 | noticeboard             | Gary Newstead           |
| 117 | 26.09.2024 | £172.50   | £34.50  | £207.00   | 26.09.2024 | Playing Field equipment | Glasdon                 |
| 155 | 08.10.2024 | £660.51   | £132.10 | £792.61   | 31.10.2024 | General Maintenance     | Glasdon                 |
| 16  | 22.04.2024 | £1,566.60 | £313.32 | £1,879.92 | 22.04.2024 | Pavilion Items          | Ningbo                  |
| 69  | 03.07.2024 | £343.72   | £68.75  | £412.47   | 03.07.2024 | Pavilion Items          | Nisbets                 |
| 11  | 11.04.2024 | £199.00   | £39.80  | £238.80   | 11.04.2024 | Pavilion Items          | Norfolk Fire Protection |
| 23  | 24.04.2024 | £132.88   | £26.58  | £159.46   | 24.04.2024 | Pavilion Items          | Norfolk Fire Protection |
| 48  | 11.06.2024 | £1,750.00 | £0.00   | £1,750.00 | 11.06.2024 | Fence at Creak Road     | Richard Newstead        |
| 4   | 08.04.2024 | £123.00   | £24.60  | £147.60   | 08.04.2024 | Pavilion Items          | Stephen White           |

£9,197.59

## Burnham Market Parish Council

## Form 126 Schedule - VAT between 01/04/2024 to 31/03/2025

| Invoice Date | Organisation on Invoice       | Supplier VAT Reg No | Supplier                      | Desc                         | VAT    |
|--------------|-------------------------------|---------------------|-------------------------------|------------------------------|--------|
| 14/02/2024   | Burnham Market Parish Council | 249372187           | NALC                          | Training                     | 6.00   |
| 05/03/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 16/03/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Electricity                  | 7.00   |
| 23/03/2024   | Burnham Market Parish Council | 783968166           | Stephen White                 | Pavilion Items               | 24.60  |
| 31/03/2024   | Burnham Market Parish Council | 106932087           | Borough Council of Kings Lynn | Dog Bin Emptying             | 133.22 |
| 01/04/2024   | Burnham Market Parish Council | 394299010           | ECS Computer Services         | Cloud Storage                | 4.15   |
| 02/04/2024   | Burnham Market Parish Council | 559097889           | Eon                           | Pavilion Electricity         | 7.22   |
| 03/04/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 05/04/2024   | Burnham Market Parish Council | 277633960           | Wave                          | Pavilion Water               | 0.83   |
| 07/04/2024   | Burnham Market Parish Council | 245719348           | EE                            | Mobile phone                 | 3.24   |
| 09/04/2024   | Burnham Market Parish Council | 322521445           | Ewing Accounting              | Payroll provider             | 32.40  |
| 12/04/2024   | Burnham Market Parish Council | 315829394           | Ningbo                        | Pavilion Items               | 313.32 |
| 15/04/2024   | Burnham Market Parish Council | 339607968           | Norfolk Fire Protection       | Pavilion Items               | 39.80  |
| 15/04/2024   | Burnham Market Parish Council | 100116692           | Eurooffice                    | Office Supplies              | 34.39  |
| 17/04/2024   | Burnham Market Parish Council | 944980188           | Gun Hill Clothing             | Defib Pads                   | 26.49  |
| 17/04/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Streetlighting - Power       | 7.49   |
| 23/04/2024   | Burnham Market Parish Council | 339607968           | Norfolk Fire Protection       | Pavilion Items               | 26.58  |
| 01/05/2024   | Burnham Market Parish Council | 394299010           | ECS Computer Services         | Cloud Storage                | 4.15   |
| 05/05/2024   | Burnham Market Parish Council | 277633960           | Wave                          | Pavilion Water               | 0.83   |
| 07/05/2024   | Burnham Market Parish Council | 245719348           | EE                            | Mobile phone                 | 3.24   |
| 10/05/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 15/05/2024   | Burnham Market Parish Council | 636757503           | AM Blatch Electric            | CCTV installation            | 577.09 |
| 26/05/2024   | Burnham Market Parish Council | 375369165           | Intego Mac                    | IT                           | 17.00  |
| 29/05/2024   | Burnham Market Parish Council | 240193143           | DataShred                     | Destruction of old documents | 15.20  |
| 30/05/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Streetlighting - Power       | 7.25   |
| 01/06/2024   | Burnham Market Parish Council | 394299010           | ECS Computer Services         | Cloud Storage                | 4.15   |
| 03/06/2024   | Burnham Market Parish Council | 559097889           | Eon                           | Pavilion Electricity         | 2.40   |
| 03/06/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 04/06/2024   | Burnham Market Parish Council | 351700823           | Golden Tree Surgeon           | Tree cutting                 | 90.00  |
| 05/06/2024   | Burnham Market Parish Council | 277633960           | Wave                          | Pavilion Water               | 0.83   |
| 07/06/2024   | Burnham Market Parish Council | 245719348           | EE                            | Mobile phone                 | 3.24   |
| 11/06/2024   | Burnham Market Parish Council | 974803000           | Nisbets                       | Pavilion Items               | 68.75  |
| 12/06/2024   | Burnham Market Parish Council | 100116692           | Eurooffice                    | Pavilion Items               | 63.03  |
| 17/06/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Electricity                  | 7.49   |
| 18/06/2024   | Burnham Market Parish Council | 100116692           | Eurooffice                    | Pavilion Items               | 10.22  |
| 20/06/2024   | Burnham Market Parish Council | 100116692           | Eurooffice                    | Pavilion Items               | 2.73   |
| 01/07/2024   | Burnham Market Parish Council | 559097889           | Eon                           | Pavilion Electricity         | 8.11   |
| 01/07/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 06/07/2024   | Burnham Market Parish Council | 277633960           | Wave                          | Pavilion Water               | 0.83   |
| 07/07/2024   | Burnham Market Parish Council | 245719348           | EE                            | Mobile phone                 | 3.24   |
| 17/07/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Electricity                  | 7.25   |
| 25/07/2024   | Burnham Market Parish Council | 440498250           | PKF Littlejohn                | External Audit               | 84.00  |
| 01/08/2024   | Burnham Market Parish Council | 559097889           | Eon                           | Pavilion Electricity         | 2.46   |
| 01/08/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 02/08/2024   | Burnham Market Parish Council | 373142903           | Zoom                          | Zoom                         | 25.98  |
| 05/08/2024   | Burnham Market Parish Council | 277633960           | Wave                          | Pavilion Water               | 0.83   |
| 07/08/2024   | Burnham Market Parish Council | 245719348           | EE                            | Mobile phone                 | 3.24   |
| 17/08/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Streetlighting - Power       | 7.49   |
| 02/09/2024   | Burnham Market Parish Council | 559097889           | Eon                           | Pavilion Electricity         | 4.23   |
| 05/09/2024   | Burnham Market Parish Council | 277633960           | Wave                          | Pavilion Water               | 0.83   |
| 07/09/2024   | Burnham Market Parish Council | 245719348           | EE                            | Mobile phone                 | 3.24   |
| 11/09/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd               | Streetlighting - Maintenance | 10.00  |
| 18/09/2024   | Burnham Market Parish Council | 155847044           | Glasdon                       | Playing Field equipment      | 34.50  |
| 30/09/2024   | Burnham Market Parish Council | 559097889           | Eon                           | Electricity                  | 4.82   |
|              | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro            | Electricity                  | 26.22  |
|              | Burnham Market Parish Council | 155847044           | Glasdon                       | General Maintenance          | 132.10 |
|              | Burnham Market Parish Council | 941745120           | Starboard Systems Ltd         | Scribe License               | 66.82  |
|              | Burnham Market Parish Council | 711206293           | Fenland Leisure               | Playing Field equipment      | 24.00  |
|              | Burnham Market Parish Council | 944980188           | Gun Hill Clothing             | Gun Hill Clothing            | 26.49  |

## Burnham Market Parish Council

## Form 126 Schedule - VAT between 01/04/2024 to 31/03/2025

| Invoice Date | Organisation on Invoice       | Supplier VAT Reg No | Supplier                         | Desc                           | VAT    |
|--------------|-------------------------------|---------------------|----------------------------------|--------------------------------|--------|
| 15/10/2024   | Burnham Market Parish Council | 245719348           | EE                               | Mobile phone                   | 3.24   |
|              | Burnham Market Parish Council |                     | Anglia Water                     | supply                         | 0.57   |
|              | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro               | Electricity                    | 7.25   |
| 31/10/2024   | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro               | Electricity                    | 15.03  |
|              | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
| 04/11/2024   | Burnham Market Parish Council | 559097889           | Eon                              | Electricity                    | 1.31   |
| 06/11/2024   | Burnham Market Parish Council |                     | Parish Online                    | Google Domain Set Up           | 44.00  |
| 07/11/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
|              | Burnham Market Parish Council | 296312096           | Geosphere Ltd                    | geosphere                      | 44.00  |
|              | Burnham Market Parish Council | 245719348           | EE                               | Mobile phone                   | 3.24   |
|              | Burnham Market Parish Council | 280564300           | A McGinn Groundworks             | A McGinn                       | 257.37 |
| 02/12/2024   | Burnham Market Parish Council | 559097889           | Eon                              | supply                         | 1.34   |
|              | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro               | Electricity                    | 26.22  |
|              | Burnham Market Parish Council | 711206293           | Fenland Leisure                  | Play area maintenance          | 461.31 |
| 04/12/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
|              | Burnham Market Parish Council | 245719348           | EE                               | Mobile phone                   | 3.24   |
| 23/12/2024   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
|              | Burnham Market Parish Council |                     | Anglia Water                     | supply                         | 2.00   |
|              | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
|              | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro               | Electricity                    | 25.37  |
| 31/12/2024   | Burnham Market Parish Council |                     | Annalisa Dovey                   | Website                        | 21.60  |
|              | Burnham Market Parish Council | 245719348           | EE                               | Mobile phone                   | 3.58   |
|              | Burnham Market Parish Council | 559097889           | E-On                             | Electricity                    | 4.53   |
|              | Burnham Market Parish Council |                     | Anglia Water                     | Pavilion Water                 | 2.00   |
|              | Burnham Market Parish Council | 245719348           | EE                               | Mobile phone                   | 3.24   |
|              | Burnham Market Parish Council | 559097889           | Eon                              | Electricity                    | 4.62   |
| 18/02/2025   | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
| 18/02/2025   | Burnham Market Parish Council |                     | Parish Online                    | Parish Online Mapping Software | 14.40  |
|              | Burnham Market Parish Council |                     | Anglia Water                     | Pavilion Water                 | 2.00   |
|              | Burnham Market Parish Council | 552658425           | Cozens (UK) Ltd                  | Streetlighting - Maintenance   | 10.00  |
|              | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro               | Electricity                    | 15.03  |
|              | Burnham Market Parish Council |                     | Information Commissioners Office | ICO Renewal                    | 7.83   |
|              | Burnham Market Parish Council | 245719348           | EE                               | Mobile phone                   | 3.24   |
|              | Burnham Market Parish Council | 559097889           | Eon                              | Electricity                    | 4.59   |
|              | Burnham Market Parish Council | 941745120           | Starboard Systems Ltd            | Scribe Subscription            | -44.60 |
|              | Burnham Market Parish Council |                     | Anglia Water                     | Pavilion Water                 | 2.00   |
|              | Burnham Market Parish Council | 553769603           | SSE Scottish Hydro               | Electricity                    | 47.51  |

Amount of VAT you can claim for this period is

£3,138.07

**Burnham Market Parish Council****PAYMENTS - S.137 Entries**

| <b>Voucher</b> | <b>Code</b>          | <b>Date</b> | <b>Minute</b> | <b>Bank</b>     | <b>Cheque No</b> | <b>Description</b> | <b>VAT Type</b> | <b>Net</b>    | <b>VAT</b> | <b>Total</b>  |
|----------------|----------------------|-------------|---------------|-----------------|------------------|--------------------|-----------------|---------------|------------|---------------|
| 215            | Charities & Grants   | 21/03/2025  |               | Current Account |                  | Donation           | X               | 60.00         |            | 60.00         |
| 20             | Chairman's Allowance | 22/04/2024  |               | Current Account |                  | Donation           | Z               | 60.00         |            | 60.00         |
| 89             | Charities & Grants   | 31/07/2024  |               | Current Account |                  | Donation           | E               | 200.00        |            | 200.00        |
|                |                      |             |               |                 |                  |                    | <b>Total</b>    | <b>320.00</b> |            | <b>320.00</b> |

# Burnham Market Parish Council

16 April 2025 (2024-2025)

## PAYMENTS & RECEIPTS LIST

| Vouche | Code                        | Date       | Minute | Bank            | Cheque No | Description                    | Supplier                   | VAT Type | Net       | VAT     | Total     |
|--------|-----------------------------|------------|--------|-----------------|-----------|--------------------------------|----------------------------|----------|-----------|---------|-----------|
| 2      | Streetlighting - Power      | 03/04/2024 |        | Current Account |           | Payment - Electricity          | SSE Scottish Hydro         | L        | -139.86   | -7.00   | -146.86   |
| 1      | Precept                     | 08/04/2024 |        | Current Account |           | Receipt - Precept              | Borough Council of Kings L | E        | 45,509.75 |         | 45,509.75 |
| 3      | Memberships & Subscriptions | 08/04/2024 |        | Current Account |           | Payment - Subscription         | NALC                       | E        | -233.91   |         | -233.91   |
| 4      | Projects                    | 08/04/2024 |        | Current Account |           | Payment - Pavilion Items       | Stephen White              | S        | -123.00   | -24.60  | -147.60   |
| 5      | Dog Bin Emptying            | 08/04/2024 |        | Current Account |           | Payment - Dog Bin Emptying     | Borough Council of Kings L | S        | -666.12   | -133.22 | -799.34   |
| 6      | Litter Bin Emptying         | 08/04/2024 |        | Current Account |           | Payment - Litter Bin Emptying  | Borough Council of Kings L | Z        | -780.10   |         | -780.10   |
| 10     | Staff Costs                 | 11/04/2024 |        | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund       | E        | -613.19   |         | -613.19   |
| 9      | Bank & Payroll Charges      | 11/04/2024 |        | Current Account |           | Payment - Payroll provider     | Ewing Accounting           | S        | -162.00   | -32.40  | -194.40   |
| 11     | Projects                    | 11/04/2024 |        | Current Account |           | Payment - Pavilion Items       | Norfolk Fire Protection    | S        | -199.00   | -39.80  | -238.80   |
| 12     | Grounds Maintenance         | 11/04/2024 |        | Current Account |           | Payment - Grass Cutting        | Heronwood Landscapes       | X        | -205.50   |         | -205.50   |
| 13     | General Maintenance         | 11/04/2024 |        | Current Account |           | Payment - noticeboard          | Gary Newstead              | X        | -750.00   |         | -750.00   |
| 15     | Pavillion Electricity       | 17/04/2024 |        | Current Account |           | Payment - Pavilion Electricity | Eon                        | L        | -144.33   | -7.22   | -151.55   |
| 3      | Noticeboards                | 19/04/2024 |        | Current Account |           | Receipt - refund               | Gary Newstead              | E        | 375.00    |         | 375.00    |
| 2      | CIL Income                  | 22/04/2024 |        | Current Account |           | Receipt - Cil                  | Borough Council of Kings L | E        | 5,000.00  |         | 5,000.00  |
| 18     | Office Expenses             | 22/04/2024 |        | Current Account |           | Payment - Office Supplies      | Eurooffice                 | S        | -171.97   | -34.39  | -206.36   |
| 19     | Audit Fees                  | 22/04/2024 |        | Current Account |           | Payment - Internal Audit       | J Raby                     | E        | -150.00   |         | -150.00   |
| 16     | Projects                    | 22/04/2024 |        | Current Account |           | Payment - Pavilion Items       | Ningbo                     | S        | -1,566.60 | -313.32 | -1,879.92 |
| 17     | Defibrillator               | 22/04/2024 |        | Current Account |           | Payment - Defib Pads           | Gun Hill Clothing          | S        | -132.46   | -26.49  | -158.95   |
| 22     | General Maintenance         | 22/04/2024 |        | Current Account |           | Payment - Village Green rental | Holkham Estates            | E        | -127.50   |         | -127.50   |
| 23     | Projects                    | 24/04/2024 |        | Current Account |           | Payment - Pavilion Items       | Norfolk Fire Protection    | S        | -132.88   | -26.58  | -159.46   |
| 24     | Staff Costs                 | 29/04/2024 |        | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld           | E        | -321.87   |         | -321.87   |
| 25     | Staff Costs                 | 29/04/2024 |        | Current Account |           | Payment - Clerk's Salary       | C Boyden                   | E        |           |         |           |
| 31     | Streetlighting - Power      | 01/05/2024 |        | Current Account |           | Payment - Streetlighting - Pow | SSE Scottish Hydro         | L        | -149.83   | -7.49   | -157.32   |
| 33     | Staff Costs                 | 10/05/2024 |        | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund       | Z        | -319.08   |         | -319.08   |
| 5      | Donations                   | 15/05/2024 |        | Current Account |           | Receipt - Donation             | Keith Morris               | E        | 400.00    |         | 400.00    |
| 39     | Staff Costs                 | 24/05/2024 |        | Current Account |           | Payment - Clerk's Salary       | C Boyden                   | E        |           |         |           |
| 44     | Streetlighting - Power      | 30/05/2024 |        | Current Account |           | Payment - Streetlighting - Pow | SSE Scottish Hydro         | L        | -144.99   | -7.25   | -152.24   |
| 6      | Tennis Club Rental          | 31/05/2024 |        | Current Account |           | Receipt - Club rental          | Tennis Club                | E        | 200.00    |         | 200.00    |
| 48     | Other Costs                 | 11/06/2024 |        | Current Account |           | Payment - Fence at Creake Ro   | Richard Newstead           | X        | -1,750.00 |         | -1,750.00 |
| 52     | Sundry Projects             | 11/06/2024 |        | Current Account |           | Payment - Allotment Maintenan  | Hortico                    | Z        | -420.00   |         | -420.00   |
| 49     | Other Maintenance           | 11/06/2024 |        | Current Account |           | Payment - Tree cutting         | Golden Tree Surgeon        | S        | -450.00   | -90.00  | -540.00   |
| 50     | Charities & Grants          | 11/06/2024 |        | Current Account |           | Payment - Donation             | Traders Association        | X        | -500.00   |         | -500.00   |
| 51     | Projects                    | 11/06/2024 |        | Current Account |           | Payment - CCTV installation    | AM Blatch Electric         | S        | -2,885.45 | -577.09 | -3,462.54 |



# Burnham Market Parish Council

16 April 2025 (2024-2025)

## PAYMENTS & RECEIPTS LIST

| Vouche | Code                        | Date       | Minute | Bank            | Cheque No | Description                    | Supplier              | VAT Type | Net       | VAT    | Total     |
|--------|-----------------------------|------------|--------|-----------------|-----------|--------------------------------|-----------------------|----------|-----------|--------|-----------|
| 55     | Staff Costs                 | 25/06/2024 |        | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld      | X        | -216.60   |        | -216.60   |
| 57     | Staff Costs                 | 25/06/2024 |        | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund  | X        | -279.76   |        | -279.76   |
| 58     | Staff Costs                 | 25/06/2024 |        | Current Account |           | Payment - Clerk's Salary       | C Boyden              | X        | ██████    |        | ██████    |
| 63     | Streetlighting - Power      | 01/07/2024 |        | Current Account |           | Payment - Electricity          | SSE Scottish Hydro    | L        | -149.83   | -7.49  | -157.32   |
| 75     | Staff Costs                 | 03/07/2024 |        | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld      | E        | -172.92   |        | -172.92   |
| 68     | Equipment                   | 03/07/2024 |        | Current Account |           | Payment - Pavilion Items       | Eurooffice            | S        | -315.17   | -63.03 | -378.20   |
| 69     | Equipment                   | 03/07/2024 |        | Current Account |           | Payment - Pavilion Items       | Nisbets               | S        | -317.77   | -63.55 | -381.32   |
| 69     | Equipment                   | 03/07/2024 |        | Current Account |           | Payment - Pavilion Items       | Nisbets               | S        | -19.98    | -4.00  | -23.98    |
| 69     | Equipment                   | 03/07/2024 |        | Current Account |           | Payment - Pavilion Items       | Nisbets               | S        | -5.97     | -1.20  | -7.17     |
| 72     | Other Maintenance           | 03/07/2024 |        | Current Account |           | Payment - Platinum Jubilee Be  | Dennis Clark          | E        | -114.00   |        | -114.00   |
| 73     | maint                       | 03/07/2024 |        | Current Account |           | Payment - Pavilion Maintenanc  | Steve Able            | E        | -300.00   |        | -300.00   |
| 74     | maint                       | 03/07/2024 |        | Current Account |           | Payment - Pavilion Maintenanc  | Gary Newstead         | E        | -420.00   |        | -420.00   |
| 80     | Staff Costs                 | 16/07/2024 |        | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund  | E        | -326.63   |        | -326.63   |
| 79     | Grounds Maintenance         | 16/07/2024 |        | Current Account |           | Payment - Grass Cutting        | Heronwood Landscapes  | E        | -219.44   |        | -219.44   |
| 11     | Craft Fair                  | 23/07/2024 |        | Current Account |           | Receipt - Craft Fair Expenses  | Grays Funfair         | E        | 250.00    |        | 250.00    |
| 84     | Staff Costs                 | 23/07/2024 |        | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld      | E        | -216.00   |        | -216.00   |
| 85     | Staff Costs                 | 23/07/2024 |        | Current Account |           | Payment - Clerk's Salary       | C Boyden              | E        | ██████    |        | ██████    |
| 82     | Other Costs                 | 23/07/2024 |        | Current Account |           | Payment - Allotment Maintenar  | Allotment plot holder | E        | -140.00   |        | -140.00   |
| 90     | Other Costs                 | 31/07/2024 |        | Current Account |           | Payment - Subscription         | NARS                  | E        | -150.00   |        | -150.00   |
| 87     | Streetlighting - Power      | 31/07/2024 |        | Current Account |           | Payment - Electricity          | SSE Scottish Hydro    | L        | -144.99   | -7.25  | -152.24   |
| 89     | Charities & Grants          | 31/07/2024 |        | Current Account |           | Payment - Donation             | Tapping House         | E        | -200.00   |        | -200.00   |
| 91     | General Maintenance         | 31/07/2024 |        | Current Account |           | Payment - General Maintenanc   | Robert Walden         | E        | -394.91   |        | -394.91   |
| 100    | Staff Costs                 | 20/08/2024 |        | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund  | Z        | -326.63   |        | -326.63   |
| 96     | Memberships & Subscriptions | 20/08/2024 |        | Current Account |           | Payment - Zoom                 | Zoom                  | S        | -129.90   | -25.98 | -155.88   |
| 99     | Audit Fees                  | 20/08/2024 |        | Current Account |           | Payment - External Audit       | PKF Littlejohn        | S        | -420.00   | -84.00 | -504.00   |
| 97     | maint                       | 20/08/2024 |        | Current Account |           | Payment - General Maintenanc   | Gary Newstead         | Z        | -250.00   |        | -250.00   |
| 98     | maint                       | 20/08/2024 |        | Current Account |           | Payment - Pavilion Maintenanc  | S. Able               | Z        | -750.00   |        | -750.00   |
| 103    | Staff Costs                 | 21/08/2024 |        | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld      | Z        | -151.38   |        | -151.38   |
| 104    | Staff Costs                 | 21/08/2024 |        | Current Account |           | Payment - Clerk's Salary       | C Boyden              | Z        | ██████    |        | ██████    |
| 102    | Memberships & Subscriptions | 21/08/2024 |        | Current Account |           | Payment - Subscription         | SLCC                  | Z        | -238.00   |        | -238.00   |
| 106    | Streetlighting - Power      | 02/09/2024 |        | Current Account |           | Payment - Streetlighting - Pow | SSE Scottish Hydro    | L        | -149.83   | -7.49  | -157.32   |
| 108    | General Maintenance         | 04/09/2024 |        | Current Account |           | Payment - General Maintenanc   | Richard Newstead      | Z        | -1,750.00 |        | -1,750.00 |
| 19     | Allotment Rents             | 10/09/2024 |        | Current Account |           | Receipt - Allotment Rent       | Kay Whitehead Howlett | Z        | 137.50    |        | 137.50    |
| 109    | Staff Costs                 | 12/09/2024 |        | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund  | Z        | -326.63   |        | -326.63   |
| 114    | Staff Costs                 | 23/09/2024 |        | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld      | Z        | -252.38   |        | -252.38   |

# Burnham Market Parish Council

16 April 2025 (2024-2025)

## PAYMENTS & RECEIPTS LIST

| Vouche | Code                        | Date       | Minute     | Bank            | Cheque No | Description                    | Supplier                   | VAT Type | Net       | VAT     | Total     |
|--------|-----------------------------|------------|------------|-----------------|-----------|--------------------------------|----------------------------|----------|-----------|---------|-----------|
| 116    | Staff Costs                 | 23/09/2024 |            | Current Account |           | Payment - Clerk's Salary       | C Boyden                   | Z        | ██████    |         | ██████    |
| 112    | Insurance                   | 23/09/2024 |            | Current Account |           | Payment - Insurance            | AJGIBL Gallagher           | Z        | -2,023.71 |         | -2,023.71 |
| 113    | Grounds Maintenance         | 23/09/2024 |            | Current Account |           | Payment - Grass Cutting        | Heronwood Landscapes       | Z        | -738.88   |         | -738.88   |
| 22     | Auction Charge              | 24/09/2024 |            | Current Account |           | Receipt - Auction charge       | P Cross                    | Z        | 350.00    |         | 350.00    |
| 117    | Playing Field & Car Park    | 26/09/2024 |            | Current Account |           | Payment - Playing Field equipm | Glasdon                    | S        | -172.50   | -34.50  | -207.00   |
| 24     | Allotment Rents             | 30/09/2024 |            | Current Account |           | Receipt - Allotment Rent       | Allotment plot holder      | Z        | 550.00    |         | 550.00    |
| 12     | Bank Interest               | 30/09/2024 |            | Savings 0811    |           | Receipt - Bank interest        | Unity Trust Bank           | Z        | 169.33    |         | 169.33    |
| 168    | Streetlighting - Power      | 01/10/2024 |            | Current Account |           | Payment - Electricity          | SSE Scottish Hydro         | S        | -131.10   | -26.22  | -157.32   |
| 27     | Allotment Rents             | 03/10/2024 |            | Current Account |           | Receipt - Allotment Rent       | S Marshall                 | E        | 100.00    |         | 100.00    |
| 154    | Staff Costs                 | 08/10/2024 |            | Current Account |           | Payment - Clerk's Salary       | C Boyden                   | E        | ██████    |         | ██████    |
| 163    | Staff Costs                 | 08/10/2024 |            | Current Account |           | Payment - Pension Contributor  | Norfolk Pension Fund       | E        | -326.63   |         | -326.63   |
| 164    | Office Expenses             | 08/10/2024 |            | Current Account |           | Payment - Gun Hill Clothing    | Gun Hill Clothing          | S        | -132.46   | -26.49  | -158.95   |
| 158    | Rents                       | 08/10/2024 |            | Current Account |           | Payment - Roy Properties       | Roy Properties (1997) Ltd  | E        | -1,452.00 |         | -1,452.00 |
| 159    | Memberships & Subscriptions | 08/10/2024 |            | Current Account |           | Payment - Scribe License       | Starboard Systems Ltd      | S        | -334.08   | -66.82  | -400.90   |
| 155    | Other Maintenance           | 08/10/2024 |            | Current Account |           | Payment - General Maintenanc   | Glasdon                    | S        | -660.51   | -132.10 | -792.61   |
| 157    | Other Maintenance           | 08/10/2024 |            | Current Account |           | Payment - Stephen White        | Stephen White              | E        | -374.40   |         | -374.40   |
| 160    | Play Area                   | 08/10/2024 |            | Current Account |           | Payment - Playing Field equipm | Fenland Leisure            | S        | -120.00   | -24.00  | -144.00   |
| 33     | CIL Income                  | 24/10/2024 |            | Current Account |           | Receipt - Cil                  | Borough Council of Kings L | E        | 7,048.33  |         | 7,048.33  |
| 128    | Streetlighting - Power      | 31/10/2024 |            | Current Account |           | Payment - Electricity          | SSE Scottish Hydro         | L        | -144.99   | -7.25   | -152.24   |
| 169    | Memberships & Subscriptions | 07/11/2024 |            | Current Account |           | Payment - geosphere            | Geosphere Ltd              | S        | -220.00   | -44.00  | -264.00   |
| 152    | Other Maintenance           | 07/11/2024 |            | Current Account |           | Payment - cycle rack Install   | Richard Newstead           | E        | -100.00   |         | -100.00   |
| 153    | General Maintenance         | 07/11/2024 |            | Current Account |           | Payment - work to bench        | Richard Newstead           | E        | -100.00   |         | -100.00   |
| 126    | Staff Costs                 | 08/11/2024 |            | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld           | E        | -158.97   |         | -158.97   |
| 149    | Staff Costs                 | 11/11/2024 |            | Current Account |           | Payment - Clerk's Salary       | Gina Lopez                 | E        | ██████    |         | ██████    |
| 121    | Grounds Maintenance         | 11/11/2024 |            | Current Account |           | Payment - Grass Cutting        | Heronwood Landscapes       | E        | -218.44   |         | -218.44   |
| 36     | Other Income                | 12/11/2024 |            | Current Account |           | Receipt - Hunstanton Round ta  | Hunstanton Roundtable      | E        | 200.00    |         | 200.00    |
| 37     | CIL Income                  | 14/11/2024 |            | Current Account |           | Receipt - Cil                  | Borough Council of Kings L | E        | 172.50    |         | 172.50    |
| 171    | General Maintenance         | 22/11/2024 |            | Current Account |           | Payment - A McGinn             | A McGinn Groundworks       | S        | -1,286.87 | -257.37 | -1,544.24 |
| 133    | Staff Costs                 | 28/11/2024 | 16/12/2024 | Current Account |           | Payment - PAYE/NIC's           | HMRC Cumbernauld           | E        | -268.77   |         | -268.77   |
| 134    | Staff Costs                 | 28/11/2024 | 16/12/2024 | Current Account |           | Payment - Clerk's Salary       | Gina Lopez                 | E        | ██████    |         | ██████    |
| 175    | Streetlighting - Power      | 02/12/2024 |            | Current Account |           | Payment - Electricity          | SSE Scottish Hydro         | S        | -131.10   | -26.22  | -157.32   |
| 137    | Play Area                   | 03/12/2024 | 16/12/2024 | Current Account |           | Payment - Play area maintenar  | Fenland Leisure            | S        | -2,306.55 | -461.31 | -2,767.86 |
| 145    | Staff Costs                 | 13/12/2024 | 16/12/2024 | Current Account |           | Payment - Clerk's Salary       | C Boyden                   | E        | ██████    |         | ██████    |
| 147    | Staff Costs                 | 13/12/2024 | 16/12/2024 | Current Account |           | Payment - Clerk's Salary       | Gina Lopez                 | E        | ██████    |         | ██████    |

# Burnham Market Parish Council

16 April 2025 (2024-2025)

## PAYMENTS & RECEIPTS LIST

| Vouche       | Code                   | Date       | Minute     | Bank            | Cheque No       | Description                     | Supplier                 | VAT Type | Net              | VAT              | Total           |
|--------------|------------------------|------------|------------|-----------------|-----------------|---------------------------------|--------------------------|----------|------------------|------------------|-----------------|
| 131          | Grounds Maintenance    | 13/12/2024 | 16/12/2024 | Current Account |                 | Payment - Grass Cutting         | Heronwood Landscapes     | E        | -669.44          |                  | -669.44         |
| 138          | Grounds Maintenance    | 13/12/2024 | 16/12/2024 | Current Account |                 | Payment - Play area maintenar   | Richard Newstead         | E        | -400.00          |                  | -400.00         |
| 40           | Bank Interest          | 31/12/2024 |            | Savings 0811    |                 | Receipt - Bank interest         | Unity Trust Bank         | E        | 192.16           |                  | 192.16          |
| 182          | Streetlighting - Power | 31/12/2024 |            | Current Account | 241231SSE 00263 | Payment - Electricity           | SSE Scottish Hydro       | S        | -126.87          | -25.37           | -152.24         |
| 139          | General Maintenance    | 20/01/2025 | 16/12/2024 | Current Account |                 | Payment - repair and paint ber  | Richard Newstead         | E        | -1,350.00        |                  | -1,350.00       |
| 144          | Grounds Maintenance    | 20/01/2025 | 16/12/2024 | Current Account |                 | Payment - General Maintenanc    | Heronwood Landscapes     | E        | -230.00          |                  | -230.00         |
| 196          | General Maintenance    | 20/01/2025 |            | Current Account |                 | Payment - double payment 66     | Heronwood Landscapes     | X        | -669.44          |                  | -669.44         |
| 42           | Donations              | 22/01/2025 |            | Savings 0811    | cheque 13       | Receipt - Donation              | Harold Moorhouse Charity | X        | 1,200.00         |                  | 1,200.00        |
| 43           | General Maintenance    | 27/01/2025 |            | Current Account |                 | Receipt - double refund of over | Heronwood Landscapes     | X        | 1,338.88         |                  | 1,338.88        |
| 140          | Streetlighting - Power | 31/01/2025 | 16/12/2024 | Current Account |                 | Payment - Electricity           | SSE Scottish Hydro       | L        | -300.59          | -15.03           | -315.62         |
| 184          | Grounds Maintenance    | 03/02/2025 |            | Current Account |                 | Payment - Grass Cutting         | Heronwood Landscapes     | X        | -669.44          |                  | -669.44         |
| 186          | Staff Costs            | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - Clerk's Salary        | Annalisa Dovey           | X        |                  |                  |                 |
| 188          | Staff Costs            | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - Clerk's Salary        | Annalisa Dovey           | E        |                  |                  |                 |
| 188          | Office Expenses        | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - Clerk's Salary        | Annalisa Dovey           | E        |                  |                  |                 |
| 135          | Other Admin Expenses   | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - Google Domain Set     | Parish Online            | S        | -220.00          | -44.00           | -264.00         |
| 189          | Website                | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - Website               | Annalisa Dovey           | X        | -108.00          |                  | -108.00         |
| 190          | Room Hire              | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - Hall Hire             | Burnham Market & Norton  | Z        | -272.50          |                  | -272.50         |
| 187          | General Maintenance    | 10/02/2025 | BMPC Feb25 | Current Account |                 | Payment - general maintenanc    | Heronwood Landscapes     | X        | -185.00          |                  | -185.00         |
| 209          | General Maintenance    | 03/03/2025 |            | Current Account | DD250303SSE     | Payment - Electricity           | SSE Scottish Hydro       | L        | -300.59          | -15.03           | -315.62         |
| 200          | Staff Costs            | 10/03/2025 | March2025  | Current Account |                 | Payment - Clerk's Salary        | Annalisa Dovey           | E        |                  |                  |                 |
| 203          | Staff Costs            | 10/03/2025 | March2025  | Current Account |                 | Payment - Clerks Pension Jan 2  | Norfolk Pension Fund     | X        |                  |                  |                 |
| 204          | Staff Costs            | 10/03/2025 | March2025  | Current Account |                 | Payment - Clerk's Pension Feb2  | Norfolk Pension Fund     | X        |                  |                  |                 |
| 49           | Bank Interest          | 31/03/2025 |            | Savings 0811    |                 | Receipt - Bank interest         | Unity Trust Bank         | X        | 187.57           |                  | 187.57          |
| 220          | Streetlighting - Power | 31/03/2025 |            | Current Account |                 | Payment - Electricity           | SSE Scottish Hydro       | S        | -237.57          | -47.51           | -285.08         |
| <b>Total</b> |                        |            |            |                 |                 |                                 |                          |          | <b>12,632.92</b> | <b>-2,844.06</b> | <b>9,788.86</b> |

**Burnham Market Parish Council**  
**TRANSFERS**

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| <b>Date</b> | <b>Desc</b>           | <b>From</b>     | <b>To</b>         | <b>Amount</b>    |
|-------------|-----------------------|-----------------|-------------------|------------------|
| 29/04/2024  | Bank to Bank Transfer | Current Account | CIL/funds 0808    | 2,409.01         |
| 14/05/2024  | Bank to Bank Transfer | Current Account | CIL/funds 0808    | 5,000.00         |
| 09/07/2024  | Bank to Bank Transfer | CIL/funds 0808  | Savings 0811      | 3,462.54         |
| 23/07/2024  | Bank to Bank Transfer | CIL/funds 0808  | Savings 0811      | 7,316.96         |
| 05/08/2024  | Bank to Bank Transfer | CIL/funds 0808  | Savings 0811      | 5,253.90         |
|             |                       |                 | <b>Total.....</b> | <b>23,442.41</b> |

**Contracts, Direct Debits, Standing Orders & regular Payments 25\_26**

| <b><u>How</u></b> | <b><u>For what</u></b>  | <b><u>who</u></b>   | <b><u>Payment schedule</u></b> | <b><u>Agreement type</u></b> |
|-------------------|---|---|--------------------------------|------------------------------|
| BACS              | Clerking Services ( hours, overtime, expenses)                  | Clerk   | Monthly                        | Contract                     |
| BACS              | Clerk's Pension   | Clerk   | Monthly                        | Contract                     |
| BACS              | Streetlighting Maintenance                                      | Cozens  | Monthly                        | Contract                     |
| BACS              | Green maintenance   | Heronwood   | Variable                       | Contract                     |
| BACS              | Fire Inspection and certificate and servicing of Fire equipment | Norfolk Fire Protection Services  | Annual                         | None                         |
| BACS              | Council Advice & training services                              | National Association of Local Councils & Norfolk Association of Local Councils (NALC & Norfolk ALC) | Annual                         | Subscription                 |
| BACS              | Mapping Software  | Parish Online / Geosphere   | Annual                         | Subscription                 |
| BACS              | Email services  | Parish Online / Geosphere   | Annual                         | Contract                     |
| BACS              | Accounts Service  | Advantage   | Annual                         | Subscription                 |
| BACS              | National Allotment association                                  | National Allotment association  | Annual                         | Subscription                 |
| Direct Debit      | Pavilion Electricity  | Eon   | Monthly                        | Contract                     |
| Direct Debit      | Pavillion Water   | Anglian water   | Monthly                        | Contract                     |
| Direct Debit      | Streetlight Electricity   | SSE   | Monthly                        | Contract                     |
| Direct Debit      | Bin Servicing   | KLWNBC  | Annual                         | Contract                     |
| Direct Debit      | Business Rates  | KLWNBC  | Annual                         | Contract                     |
| Direct Debit      | Rent for Greens   | Holkham   | Annual                         | Contract                     |
| Direct Debit      | Rent for Allotments   | Roys  | Annual                         | Contract                     |
| Direct Debit      | Information Commissioners Office                                | ICO   | Annual                         | Subscription                 |
| Direct Debit      | Donation  | Campaign to Protect Rural England   | Annual                         | Annual Donat                 |
| Direct Debit      | Clerk's Phone   | EE  | Monthly                        | Contract                     |