

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24

Glynde & Beddingham Parish Council - Payments and Receipts for January 2024

Payments to approve (to be paid via online banking)

Councillors to release payments with Bank Cllr Gribble / Cllr De Paolis

Cashbook Ref	Payment Method	Payee	Invoice Number	Narrative	Gross £	Vat £
CB2324-071	Online Banking	Lewes District Council	6253884	Period 01/12/2023 to 31/12/2023 - Monthly Play Area Inspections Recharge	£18.60	£3.10
CB2324-072	Direct Debit	Information Commissioners Office	ICO:000148 87492	Data protection renewal fee	£35.00	£-
CB2324-073	Direct Debit	EDF Energy	17143857	Streetlamp Electricity for the period - Oct 2023 ***For Information Only - Paid via Direct Debit***	£161.60	£7.69
CB2324-075	Direct Debit	EDF Energy	17465223	Streetlamp Electricity for the period - Nov 2023 ***For Information Only - Paid via Direct Debit***	£158.02	£7.53
CB2324-076	Direct Debit	HMRC	n/a	Tax Associated with Clerk Pay - Month 4/5/6 - July, August, September 2023- PAID BY DIRECT DEBIT 25th October 2023	£210.00	£0
CB2324-077	Online Banking	Lewes District Council	6254157	Period 01/01/2024 to 31/01/2024 - Monthly Play Area Inspections Recharge	£18.60	£3.10
CB2324-078	Online Banking	Glynde Endowment Settlement	60284	Misc Rent for the Play Area/Recreation Ground 25/12/23-24/12/24	£10.00	£0-
CB2324-080	Online Banking	Steve Carter	n/a	Clerk Pay - Month 10 - 26th January 2024	£297.40	£0-
CB2324-081	Online Banking	Steve Carter	n/a	Clerk Pay - Month 11 - 26th February 2024	£297.40	£0-
CB2324-082	Online Banking	EDF Energy	17736664	Streetlamp Electricity for the period - Dec 2023 ***For Information Only - Paid via Direct Debit***	£161.60	£0-
CB2324-083	Online Banking	Steve Carter	n/a	Clerk Quarterly Office Payment - Jan-Mar 2024 - £25 - Mileage Claim £32.40 Home-Reading Room-Home - for Council meeting - 15/11/23, Home-Reading Room-Home - for SLR Meeting - 05/12/23, Home- Reading Room-Home - for Council meeting - 17/01/24	£57.40	£0
CB2324-084	Online Banking	Lewes District Council	6254366	Period 01/02/2024 to 29/02/2024 Monthly Play Area Inspections Recharge	£18.60	£3.10

Total £1,444.22 £24.52

Receipts to note

Cashbook Ref	Date Received	Receipt Payee	Narrative	Value
CB2324-074	09/11/2023	Lloyds Bank	Interest on Business Banking Account for November 2023	£4.81
CB2324-079	11/12/2023	Lloyds Bank	Interest on Business Banking Account for December 2023	£4.97

Total £ 9.78

Authorised Online Banking Signatories

SIGNATORY 1: PRINT NAME: DATE:

SIGNATORY 2: PRINT NAME DATE:

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24



INVOICE

Invoice To:

Glynde & Beddingham Parish Council
Parish Clerk
C/o 10 Bromley Road
Seaford
East Sussex BN25 3ES

Invoice No.	6253884
Invoice Date	01 Dec 2023
VAT Registration No.	GB 191 5946 32
Section Name	Parks and Gardens (depg)
Contact Telephone	01273 471600 opt 1 ext8300

Customer No:	310365
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Description	VAT	VAT Rate	Amount (excluding VAT)
Period 01/12/2023 to 31/12/2023 Monthly Play Area Inspections Recharge	£3.10	20.00	£15.50
Net Total			£15.50
Total VAT			£3.10
Total			£18.60

Payment Terms: Full Settlement By Return

Payment Methods are detailed overleaf



9826 1138 2006 2538 842

Please use this barcode to pay at a Post Office or Pay Point

Glynde & Beddingham Parish Council

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clerk@glyndebeddingham-pc.gov.uk

From: Information Commissioner's Office Renewals Reminder
<dpfee_renewal_reminder_dd@ico.org.uk>
Sent: 11 November 2023 00:41
To: Steve Carter
Subject: Data Protection fee - Reminder to renew ICO:00014887492

Organisation name: Glynde & Beddingham Parish Council

Reference: ZB486822

Dear Steve Carter

GDPR/Data Protection Act 2018

Data protection renewal fee is due - we will collect your direct debit payment on or before 23/12/2023

Organisations that process personal data are subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Under the Data Protection (Charges and Information) Regulations 2018 (the Regulations) they must also pay an annual data protection fee, unless they are exempt.

Your payment and registration as a data controller under the Regulations will expire on 23/12/2023. You must now either:

- take the tier assessment to confirm the fee you need to pay (see ico.org.uk/fee-self-assessment), or
- cancel your registration if your circumstances have changed, telling us why you no longer need to be registered.

Amount required

Under the Regulations, you must pay an annual fee of £40, £60 or £2900 depending on the size **or** turnover of your organisation. **VAT is nil in all cases.**

Based on your last assessment you are now required to pay **£40.00**. However, you should use our tier assessment tool (see ico.org.uk/fee-self-assessment) to confirm how much you need to pay, and contact us immediately if your current assessment is wrong.

As you have a direct debit in place, we'll renew your registration automatically. **You will receive an annual £5 reduction each time you pay by direct debit.** We intend to collect your data protection fee on or around 23/12/2023.

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24



Account enquiries? Call 0845 302 7242
Partnerships - Non Government
Our business hours
Mon - Fri 09:00 - 17:00
edfenergy.com/largebusiness
For power cut or emergency
call 105
or visit www.powercut105.com

Account number / Invoice Number:
7483200000 / 000017143857

Invoice period: 01 Oct 23 - 31 Oct 23
Invoice issue date: 01 Nov 23
Your ref: N/A
Page 1 of 4

GLYNDE & BEDDINGHAM P C LA
84 Barnett Road
Brighton
BN1 7GH

Electricity invoice: £161.60

Status: This VAT invoice is now due for payment.

Payment due date: 15 Nov 23

Meter type: Unmetered supply

Billing Cycle/Payment Terms: Monthly/Direct Debit, 14 days, in line with your Terms and Conditions

Supply address: Unmetered Supply, Street Lighting, Beddingham, UM5 1SS



Invoice summary

Account balance brought forward	
Account balance last period	£158.02
Payments received	£-158.02
Total balance brought forward	£0.00

Supply charges for this period	
Consumption charges for this period	£47.95
Fixed charges	£105.40
Total supply charges for this period =	£153.35
Total transmission and agent charges for this period	£0.56
Invoice total (excl. VAT)	£153.91
VAT on £153.91 at 5%	£7.69
VAT total =	£7.69
Invoice total for this period (incl. VAT)	£161.60
Total balance brought forward	£0.00
Total to pay (incl. VAT)	£161.60

Payment Due Notice

Because you pay by Direct Debit, there's nothing you need to do now. We'll collect £161.60 on or immediately after 15 Nov 23.

VAT registration number 523 0412 02

331663 010362 0063 E 38500

Glynde & Beddingham Parish Council

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or visit www.powercut105.com

Account number / Invoice Number:
7483200000 / 000017465223
Invoice period: 01 Nov 23 - 30 Nov 23
Invoice issue date: 01 Dec 23
Your ref: N/A
Page 1 of 4

GLYNDE & BEDDINGHAM P C LA
84 Barnett Road
Brighton
BN1 7GH

Electricity invoice: £158.02

Status: This VAT invoice is now due for payment.

Payment due date: 15 Dec 23

Meter type: Unmetered supply

Billing Cycle/Payment Terms: Monthly/Direct Debit, 14 days, in line with your Terms and Conditions

Supply address: Unmetered Supply, Street Lighting, Beddingham, UM5 1SS



76084 012295 0072 E 38500

Account balance brought forward

Account balance last period	£161.60
Payments received	£-161.60
Total balance brought forward	£0.00

VAT registration number: 523 0412 02

Invoice summary

Supply charges for this period

Consumption charges for this period	£47.95
Fixed charges	£102.00
Total supply charges for this period =	£149.95
Total transmission and agent charges for this period	£0.54
Invoice total (excl. VAT)	£150.49
VAT on £150.49 at 5%	£7.53
VAT total =	£7.53
Invoice total for this period (incl. VAT)	£158.02
Total balance brought forward	£0.00
Total to pay (incl. VAT)	£158.02

Payment Due Notice

Because you pay by Direct Debit, there's nothing you need to do now. We'll collect £158.02 on or immediately after 15 Dec 23.

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24

Glynde & Beddingham Parish Council

Mr Steven Robert Carter

Payments		Deductions	
Taxable Pay	£350.13	Income Tax	£70.00
		Employee NIC	£0.00
Total Payments	£350.13	Total Deductions	£70.00

Net Pay £280.13

Payment Date	26/07/2023	National Insurance Category	A
Payment Period	Month 4	National Insurance Number	
Employer PAYE Reference		Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Payslip Version 1

Glynde & Beddingham Parish Council

Mr Steven Robert Carter

Payments		Deductions	
Taxable Pay	£350.13	Income Tax	£70.00
		Employee NIC	£0.00
Total Payments	£350.13	Total Deductions	£70.00

Net Pay £280.13

Payment Date	26/08/2023	National Insurance Category	A
Payment Period	Month 5	National Insurance Number	
Employer PAYE Reference		Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Payslip Version 1

Glynde & Beddingham Parish Council

Mr Steven Robert Carter

Payments		Deductions	
Taxable Pay	£350.13	Income Tax	£70.00
		Employee NIC	£0.00
Total Payments	£350.13	Total Deductions	£70.00

Net Pay £280.13

Payment Date	26/09/2023	National Insurance Category	A
Payment Period	Month 6	National Insurance Number	
Employer PAYE Reference		Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Payslip Version 1

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24



Lewes District Council

INVOICE

Invoice To:

Glynde & Beddingham Parish Council
Parish Clerk
C/o 10 Bromley Road
Seaford
East Sussex BN25 3ES

Invoice No.	6254157
Invoice Date	01 Jan 2024
VAT Registration No.	GB 191 5946 32
Section Name	Parks and Gardens (depg)
Contact Telephone	01273 471600 Extension 8300

Customer No:	310365
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Description	VAT	VAT Rate	Amount (excluding VAT)
Period 01/01/2024 to 31/01/2024			
Monthly Play Area Inspections Recharge	£3.10	20.00	£15.50
Net Total			£15.50
Total VAT			£3.10
Total			£18.60

Payment Terms: Full Settlement By Return

Payment Methods are detailed overleaf



9826 1138 2006 2541 572

Please use this barcode to pay at a Post Office or Pay Point

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24

INVOICE NO 60284

Date 25/12/23



Glynde & Beddingham Parish
Steve Carter
Interim Clerk
c/o 84 Barnett Road
Brighton
BN1 7GH

Glynde Estates
The Estate Office
Glynde Place
Glynde
East Sussex
BN8 6SX

Tel: 01273 856881

Email: accounts@glynde.co.uk

We wish to advise you that the following payment is due in respect of
Glynde & Beddingham PC

VAT Reg. No. GB 711 9081 54

Description	Amount	Vat%	VAT Amount
Misc Rent 25/12/2023 - 24/12/2024	£ 10.10	0.00	£ 0.00

To pay by bank transfer:
Name of account: Glynde Endowment Settlement
Sort code: 20-49-76
Account number: 50410446
Reference: G&B/GBPC

Net	£ 10.10
VAT	£ 0.00
TOTAL NOW DUE	£ 10.10

REMITTANCE ADVICE

From: Glynde & Beddingham Parish

Reference G&B/GBPC
Invoice No 60284
Date of Invoice 25/12/2023
£ 10.10

Please make your cheque payable to : **Glynde Estates**

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24

Glynde & Beddingham Parish Council

Mr Steven Robert Carter

84 Barnett Road
Brighton
BN1 7GH

84 Barnett Road
Brighton
East Sussex

BN1 7GH

Payments		Deductions	
Taxable Pay	£371.80	Income Tax	£74.40
		Employee NIC	£0.00
Total Payments	£371.80	Total Deductions	£74.40

Net Pay £297.40

Payment Date	26/01/2024	National Insurance Category	A
Payment Period	Month 10	National Insurance Number	NB476800A
Employer PAYE Reference	334/RA05870	Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Payslip Version 1

Glynde & Beddingham Parish Council

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Glynde & Beddingham Parish Council

Mr Steven Robert Carter

84 Barnett Road
Brighton
BN1 7GH

84 Barnett Road
Brighton
East Sussex

BN1 7GH

Payments		Deductions	
Taxable Pay	£371.80	Income Tax	£74.40
		Employee NIC	£0.00
Total Payments	£371.80	Total Deductions	£74.40

Net Pay £297.40

Payment Date	26/02/2024	National Insurance Category	A
Payment Period	Month 11	National Insurance Number	NB476800A
Employer PAYE Reference	334/RA05870	Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Payslip Version 1

Glynde & Beddingham Parish Council

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Account number / Invoice Number:
7483200000 / 000017736664
Invoice period: 01 Dec 23 - 31 Dec 23
Invoice issue date: 02 Jan 24
Your ref: N/A
Page 1 of 4

GLYNDE & BEDDINGHAM P C LA
84 Barnett Road
Brighton
BN1 7GH

Electricity invoice: £161.60

Status: This VAT invoice is now due for payment.

Payment due date: 16 Jan 24

Meter type: Unmetered supply

Billing Cycle/Payment Terms: Monthly/Direct Debit, 14 days, in line with your Terms and Conditions

Supply address: Unmetered Supply, Street Lighting, Beddingham, UM5 1SS



Invoice summary

Account balance brought forward

Account balance last period	£158.02
Payments received	£-158.02
Total balance brought forward	£0.00

Supply charges for this period

Consumption charges for this period	£47.95
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Total transmission and agent charges for this period	£0.56
Invoice total (excl. VAT)	£153.91
VAT on £153.91 at 5%	£7.69
VAT total =	£7.69
Invoice total for this period (incl. VAT)	£161.60
Total balance brought forward	£0.00
Total to pay (incl. VAT)	£161.60

Payment Due Notice

Because you pay by Direct Debit, there's nothing you need to do now. We'll collect £161.60 on or immediately after 16 Jan 24.

14280 010640 0061 E 38500

VAT registration number: 523 0412 02

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24

Glynde & Beddingham Parish Council

TRAVEL MANAGEMENT, BUSINESS MILEAGE AND EXPENSES CLAIM FORM


CLAIMANT DETAILS:

TITLE	FORENAME	SURNAME	ROLE	MONTH OF CLAIM	YEAR
Mr	Steve	Carter	Clerk	January	2024

Declaration by claimant

I certify that the particulars stated in this claim are correct and that:

- a) Mileage (over the shortest possible route), fares and other expenses have been necessarily incurred whilst on official Parish Council business or in the exercising of duties for the Parish Council and/or as a Councillor of South Heighton Parish Council;
- b) The additional expenditure incurred is supported by the attached receipts;
- c) I hold a current and valid driving licence applicable to the vehicle being used;
- d) My vehicle insurance is current and valid and, where necessary, indemnifies the Parish Council against any third party liability whilst on official duties;
- e) My vehicle is roadworthy and well maintained, and where necessary I possess a current MOT certificate;
- f) I have notified the Parish Council of any driving offences I have incurred.

Signed:  Date: 12/01/2024

EXPENSE SUMMARY:

Please enclose a receipt to cover each expense being claimed. If the expense is VAT eligible, a full VAT receipt must be obtained stating the suppliers VAT number. If claiming for business mileage, please list your total mileage claim in the expense summary below and input your full mileage details for each trip into the mileage log on page 2.

Date Expense Incurred	Reason for Expense <small>[Give as much detail of expense type and reason as possible. If claiming mileage, input total mileage claim from page 2]</small>	Total (£) <small>[list the total claim for each expense item]</small>	VAT (£) <small>[if a VAT item, please list VAT amount]</small>
See Below	72 Miles at HMRC approved rates for period 15/11/2023 to 17/01/2024	£ 32.40	£ -
Jan-Mar 2024	Clerk quarterly office allowance as per minute GB22-23-64 - 13.4 and Contract Clause 10.5	£ 25.00	£ -
			£ -
TOTAL EXPENSE CLAIM:		£ 57.40	£ -

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24

MILEAGE DETAIL LOG:

HMRC Approved Rate (pence per mile): 45

Please input full details of any reimbursable business mileage, list each trip individually with the reason for the trip. Mileage is to be claimed at £0.45p per reimbursable mile.

Date of trip	Trip Detail <small>[state start and end location and purpose/reason for trip]</small>	Total Miles	Total Claim
15/11/2023	Home-Reading Rooms-Home - for Parish Meeting	24	£ 10.80
05/12/2023	Home-Social Club-Home - for ESCC SLR meeting	24	£ 10.80
17/01/2024	Home-Reading Rooms-Home - for Parish Meeting	24	£ 10.80
			£ -
			£ -
			£ -
			£ -
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			£ -
			£ -
			£ -
TOTAL MILEAGE CLAIM*:		72	£ 32.40

* Please enter the total mileage claim into the Expense Summary table on Page 1

This form should be completed and submitted in compliance with the requirements as set out in the Glynde and Beddingham Parish Council’s currently adopted Expenses Policy.

Glynde & Beddingham Parish Council

Receipts and Payments for approval at Parish Council Meeting 17/01/24



Lewes District Council

INVOICE

Invoice To:

Glynde & Beddingham Parish Council
Parish Clerk
C/o 84 Barnett Road
Brighton
East Sussex BN1 7GH

Invoice No.	6254366
Invoice Date	01 Feb 2024
VAT Registration No.	GB 191 5946 32
Section Name	Parks and Gardens (depg)
Contact Telephone	01273 471600 Extension 8300

Customer No:	310365
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Description	VAT	VAT Rate	Amount (excluding VAT)
Period 01/02/2024 to 29/02/2024 Monthly Play Area Inspections Recharge	£3.10	20.00	£15.50
Net Total			£15.50
Total VAT			£3.10
Total			£18.60