



# Rushmere St. Andrew Parish Council

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## Minutes of the Parish Council meeting held on 16<sup>th</sup> January 2025 at 7.30pm at St Andrew's Church Hall

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CHAIR:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr P Blundell, Cllr M Odam, Cllr M Newton, Cllr R Nunn, Cllr J Wright, Cllr J Westrup, Cllr M Brown
APOLOGIES:	Cllr D Francis (unwell), Cllr P Phillpot (another commitment), Cllr S Taylor (another commitment), Cllr K Driver (another commitment), Cllr B Ward (another commitment), Cllr C Griggs (family commitment)
OTHER PRESENT:	None
OTHER APOLOGIES:	Cllr Lawson (another commitment) Cllr McCallum (another commitment) Cllr Clery (another commitment) Cllr Hedgley (another commitment)
CLERK:	Mr P Massey Clerk; Mrs S Stannard Assistant Clerk. Minutes taken by Mr P Massey
ALSO PRESENT:	0 Members of the public

### 1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman welcomed everyone to the meeting. The Chairman reminded Councillors of the Code of Conduct for the meeting. Apologies were received as above. Cllr Wright proposed that the apologies be accepted, seconded by Cllr Nunn. Resolved with ALL in favour.

### 2. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in KJ Fencing and SCL Landscape Management Ltd.

### 3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 12<sup>TH</sup> DECEMBER 2024

Cllr Newton proposed acceptance of the Parish Council minutes, seconded by Cllr Westrup. Resolved with ALL in favour. The minutes were duly signed as a correct record.

### 4. PUBLIC PARTICIPATION

#### a. Members of Public/Parish Councillors may Raise Items Relating to this Agenda or any Matter Concerning the Parish

Cllr Wright provided Councillors with an update regarding the SID machines in the parish. He also made Councillors aware that East Suffolk Council are cutting hedges around the Heath at present. Councillors noted this.

#### b. County Councillor Report

A County Councillor's report was not available for distribution. Apologies were received from Stuart Lawson and Debbie McCallum. No matters arising.

**c. District Councillor Report**

A District Councillor's Report was made available prior to the meeting and circulated during the meeting. Apologies were received from Colin Hedgley and Dan Cleary. Matters arising: None

**d. Introduction and presentation by Police – PC Matt Flack**

PC Matt Flack was unable to attend the meeting.

**5. FINANCE**

**a. To note expenditure authorised under delegated authority**

None

**b. To Consider and Approve Reconciliation and Budget Monitoring – November and December 2024**

A copy of the reconciliations and budget monitoring reports were made available prior to the meeting. The Assistant Clerk talked through the various figures on the circulated report and answered any questions raised.

Cllr Nunn proposed acceptance of the reconciliations for November and December 2024. Seconded by Cllr Westrup. Resolved with ALL in favour.

Cllr Wright proposed acceptance of the budget monitoring. Seconded by Cllr Westrup. Resolved with ALL in favour.

**c. To Approve Insurance of Television Screen**

The Assistant Clerk reported that it is necessary to include the television screen at St Andrew's Hall in our insurance policy that would apply from March onwards since it was installed in the beginning of January 2025. Please note that it is currently covered under our existing policy that will end at the end of January 2025. It would cost an additional £156.86 to add the screen under the new 3-year Long Term Undertaking that will start on 1<sup>st</sup> February 2025.

Cllr Blundell proposed that the Council add the television screen for a cost of £156.86 to the agreed three-year long-term undertaking with Community Action Suffolk to start from 1<sup>st</sup> February 2025. It would bring the annual rate to £1,441.16 per annum. Seconded by Cllr Odam. Resolved with ALL in favour.

**d. To approve changes to bank signatories**

The current bank signatories are: Cllr Francis, Cllr Westrup, Cllr Driver and Cllr Whiting. Mrs Stannard and Mr Massey are also signatories but only to initiate payments and for the debit card use but not for approving payments. Cllr Francis requested someone take his role as a bank signatory.

Cllr Brown proposed that Cllr Phillpot be nominated as bank signatory to replace Cllr Francis as bank signatory. All other bank signatories will remain as signatories. Seconded by Cllr Wright. Resolved with ALL in favour.

**e. To approve direct debit to T2K Ltd (telecom 2000 Ltd)**

The Assistant Clerk informed councillors that the T2K Ltd bill for the phone line and broadband is currently paid on a monthly invoice. The cost of this is £52.74 as agreed. To streamline the process of paying this bill the office requests that it is paid by direct debit.

Cllr Blundell proposed that a direct debit is set up for the T2K Ltd bill for the monthly payment of the broadband and phonenumber. Seconded by Cllr Newton. Resolved with ALL in favour.

**f. Other Matters – Approve pre-application for highway comments on replacement office**

Cllr Whiting provided Councillors with an update regarding the pre-application process with East Suffolk Council. Advice from East Suffolk planning was to obtain pre-application advice from Highways on the proposal. The cost to obtain this would be up to £500.

Cllr Nunn proposed that pre-application advice be sought from Highways on the replacement office proposal at a maximum cost of £500 + VAT. Seconded by Cllr Blundell. Resolved with ALL in favour.

## **6. TO REVIEW AND APPROVE THE FOLLOWING POLICIES**

- a. **Standing Orders**
- b. **Code of Conduct**
- c. **Model Publication Scheme**
- d. **Biodiversity Policy**

Item 6a to d were considered together. The policies under consideration were distributed prior to the meeting with the agenda for the meeting. Cllr Nunn proposed that the above-mentioned policies be approved in principle by the Parish Council. Delegated authority be given to the Chair and Vice-Chair to amend typographical and other minor errors. Seconded by Cllr Newton. Resolved with ALL in favour.

## **7. TO CONSIDER AND APPROVE SCRIBE ACCOUNTANCY PACKAGE ADDITIONS**

The Assistant Clerk informed councillors of two additional software packages available from Scribe, specifically designed for managing cemetery and allotment accounts. Currently, the Council utilises the Scribe accounts package; however, acquiring these add-ons would provide significant benefits. These enhancements would centralise financial records, streamline processes such as cemetery and allotment invoicing, and ensure the Council's accounts remain future-proof.

The quoted cost for these add-ons includes an initial payment of £458 + VAT, which covers support and training, and an annual subscription fee of £696 + VAT, and £799 for importing existing data into scribe and setting up the map.

Cllr Blundell proposed that the Council acquire the cemetery and allotment Scribe packages at a cost of £458 + VAT and an annual subscription fee of £696 + VAT and a setup fee of £799 + VAT to export cemetery records to Scribe. Seconded by Cllr Wright. Resolved with ALL in favour.

## **8. TO CONSIDER TENDERS RECEIVED FOR KELVEDON SENSORY GARDEN AND APPOINT CONTRACTOR**

The Chairman briefed councillors on the processes undertaken for the transformation of the Kelvedon play area into a sensory garden. The Clerk provided councillors with all relevant information, including the various tenders received. Councillors reviewed and discussed the information and tenders received thoroughly.

Cllr Nunn proposed that SCL Landscape Management Ltd be appointed at a maximum cost of £60,026.98 + VAT to implement the Kelvedon Sensory Garden. Delegated authority is granted to the Chairman, Vice-Chairman and officers to finalise project deliverables, agree on the payment schedule, and oversee the project's implementation. Regular updates are to be provided to the Council. Seconded by Cllr Odam. Resolved with MAJORITY in favour. Cllr Wright abstained.

The reasons for selecting the tender were as follows:

- Exceptional quality of work at the Rushmere St Andrew Lawn cemetery and elsewhere in the parish
- Very good knowledge and experience in hard and soft landscaping
- Won awards for community gardens that developed and maintain
- Local company, local benefits
- Know the area well and showed understanding of what is required in tender
- Competitive price and focus on key elements of project

## **9. GENERAL PARISH MATTERS & CORRESPONDENCE**

### **a. Correspondence Received**

The Clerk made Councillors aware that correspondence had been received from a resident of Brendan Drive. The resident was enquiring about a parcel of land that they wish to purchase which has recently been acquired by the Parish Council from East Suffolk Council. The Clerk

Informed councillors of the restrictions imposed on the overage deeds for the parcel of land. Councillors discussed this. Cllr Newton proposed that the land not be sold on for at least 25 years as outlined in the overage deeds. Seconded by Cllr Westrup. Resolved with ALL in favour. The Clerk was requested to contact the resident to inform them that Council would not consider selling the land acquired from East Suffolk for at least 25 years.

The Clerk informed councillors about correspondence from a resident in St Andrew's Close and the request to remove a tree next to the ditch. The correspondence was discussed. Cllr Wright proposed that no further work be carried out on the tree at this time and that the condition of the tree on the cemetery boundary will be monitored. Seconded by Cllr Newton. Resolved with ALL in favour.

#### **10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

None

#### **11. CLOSE OF MEETING**

The Chairman closed the meeting at 8.27pm

-COUNCILLORS to note items BELOW ---

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

**Cost Centre 02 Administration**

**Code Number 22 Office Administration**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
17	30/04/2024	GB4GHMCA		Barclays- Genera		Paper Office	Amazon	S	15.82	3.16	18.98
57	22/05/2024			Barclays- Genera		Refreshments Annual Meeting	Peter Massey	X	102.92		102.92
102	03/07/2024			Barclays- Genera		Stationary office	Amazon	S	2.61	0.52	3.13
124	15/07/2024			Barclays- Genera		Amazon prime subscription July	Amazon	S	95.00	19.00	114.00
136	16/07/2024			Barclays- Cemete	VOID	Incorrect entry - training with scribe	Amazon	X			
139	23/07/2024			Barclays- Genera		Stationary office	Amazon	S	6.66	1.33	7.99
159	07/08/2024			Barclays- Genera		Screws for office	Amazon	S	5.82	1.16	6.98
178	26/08/2024			Barclays- Cemete		Printing and Printer Contract	Evolve Business Solutions	S	73.17	14.64	87.81
215	20/09/2024			Barclays- Cemete		Stamps cemetery	Sylvia Stannard	X	20.40		20.40
230	03/04/2024			Barclays- Genera	VOID	Incorrect entry - training with scribe	Amazon	X			
231	09/04/2024			Barclays- Genera	VOID	Incorrect entry - training with scribe	KBS Depot	S			
240	03/10/2024			Barclays- Genera		Stamps office	Sylvia Stannard	X	6.80		6.80
241	03/10/2024			Barclays- Genera		Labels office	Amazon	S	21.10	4.22	25.32
249	09/10/2024			Barclays- Genera		Paper Office	Amazon	S	48.18	9.64	57.82
250	09/10/2024			Barclays- Genera		PAT testing 2024-2025	Portable Appliance Testing	X	52.00		52.00
275	04/11/2024			Barclays- Genera		Refreshments meeting	Sylvia Stannard	X	3.45		3.45
287	12/11/2024			Barclays- Genera		Locks for general use in parish	Amazon	S	34.95	6.99	41.94
345	20/01/2025			Barclays- Genera		Stationary office	Amazon	S	14.99	3.00	17.99
346	20/01/2025			Barclays- Genera		Stationary office	Amazon	S	23.65	4.73	28.38
Subtotal for Code: Office Administration									£527.52	£68.39	£595.91

**Code Number 24 Training**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	23/04/2024	28791		Barclays- Genera		Councillor Training : P	SALC	S	32.00	6.40	38.40
52	17/05/2024	28844		Barclays- Genera		Councillor Training - Councillor	SALC	S	64.00	12.80	76.80
187	09/09/2024			Barclays- Genera		Councillor Training : P	SALC	S	17.00	3.40	20.40
200	13/09/2024			Barclays- Genera		Playground Inspection Course - Mr K	ROSPA- Play Safety	S	555.00	111.00	666.00
270	04/11/2024			Barclays- Genera		CILCA additional training	SLCC	X	37.50		37.50
292	18/11/2024			Barclays- Genera		SLCC Training	SLCC	S	25.00	5.00	30.00
328	02/01/2025			Barclays- Genera		Training S Stannard - Income and	SALC	S	35.00	7.00	42.00
Subtotal for Code: Training									£765.50	£145.60	£911.10

**Code Number 33 Subscriptions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	09/04/2024	28791		Barclays- Genera		Annual membership 2024/25 - SALC	SALC	Z	1,255.14		1,255.14
12	23/04/2024			Barclays- Genera		Annual Membership 2024/25 - SLCC	SLCC	X	318.00		318.00
18	30/04/2024			Barclays- Genera		Annual membership 2024/25 - NAS	National Allotment Society	S	55.83	11.17	67.00
Subtotal for Code: Subscriptions									£1,628.97	£11.17	£1,640.14

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**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

**Code Number 39 Telephone, internet and website**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
93	03/07/2024			Barclays- Genera		Contract phone calls - May 2024	T2K Voice and Data	S	43.95	8.79	52.74
198	22/08/2024			Barclays- Cemete		Phone contracts - Aug 2024	H3G	S	79.40	15.88	95.28
311	01/11/2024			Barclays- Genera		Web hosting Oct 2024- Oct 2025	Communities Action Suffolk	S	50.00	10.00	60.00
Subtotal for Code: Telephone, internet and									£173.35	£34.67	£208.02

**Code Number 54 IT, printer and office equipment**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
27	15/05/2024	INV-5536		Barclays- Genera		Scribe set up and account	Starboard Systems	S	1,293.00	258.60	1,551.60
263	26/10/2024			Barclays- Genera		Microsoft 365 subscriptions Oct, Nov,	CloudFlex Systems	S	251.85	50.37	302.22
291	18/11/2024			Barclays- Genera		Printer contract	Evolve Business Solutions	S	146.78	29.35	176.13
Subtotal for Code: IT, printer and office									£1,691.63	£338.32	£2,029.95

**Code Number 58 Audit and Accounting Software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
23	15/05/2024			Barclays- Genera		Internal audit year ending 31 March	Heelis and Lodge	X	320.00		320.00
220	27/09/2024	SB20242618	101024	Barclays- Genera		External audit 2023-2024	PKF- Littlejohn LLP	S	630.00	126.00	756.00
Subtotal for Code: Audit and Accounting									£950.00	£126.00	£1,076.00

**Code Number 59 Bank charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	08/04/2024			Barclays- Genera		Bank Charges - March 2024	Barclays	X	8.50		8.50
85	04/06/2024			Barclays- Genera		Bank charges - May 2024	Barclays	Z	8.50		8.50
196	09/09/2024			Barclays- Genera		Bank charges - August 2024	Barclays	X	8.50		8.50
227	05/07/2024			Barclays- Genera		Bank Charges - June 2024	Barclays	X	8.50		8.50
228	05/08/2024			Barclays- Genera		bank charges - July 2024	Barclays	X	8.50		8.50
266	07/10/2024			Barclays- Genera		Bank charges 13 Aug - 12 Sept	Barclays	X	8.50		8.50
312	04/11/2024			Barclays- Genera		Bank charges - October 2024	Barclays	X	8.50		8.50
317	05/12/2024			Barclays- Genera		Bank charges - November 2024	Barclays	X	13.30		13.30
341	09/01/2025			Barclays- Genera		Bank charges - January 2025	Barclays	X	8.50		8.50
Subtotal for Code: Bank charges									£81.30		£81.30

**Code Number 66 Hire charges office and meeting**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	30/04/2024			Barclays- Genera		Hire fees for parish office and halls	Parish Halls- Rushmere St Andrew	X	3,580.67		3,580.67
237	03/10/2024			Barclays- Genera		Hire charges for parish office and	Parish Halls- Rushmere St Andrew	X	3,780.00		3,780.00
268	04/11/2024			Barclays- Genera		Hire of Baptist Church for AGM	Rushmere Baptist Church	X	35.00		35.00
Subtotal for Code: Hire charges office and									£7,395.67		£7,395.67

**Code Number 67 S19 Loan Repayments**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	10/05/2024			Barclays- Genera		Repayment of loan Tower Hall - final	PWLB	X	10,665.30		10,665.30
Subtotal for Code: S19 Loan Repayments									£10,665.30		£10,665.30

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**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

Code Number		88 Remembrance Wreath									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
247	07/10/2024			Barclays- Genera		Wreaths for remembrance service	Sylvia Stannard	X	53.00		53.00
Subtotal for Code: Remembrance Wreath									£53.00		£53.00
Code Number		104 Insurance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
348	20/01/2025			Barclays- Genera		Insurance	James Hallam Insurance (CAS)	X	1,441.72		1,441.72
Subtotal for Code: Insurance									£1,441.72		£1,441.72
Code Number		106 S137 Donations and grants									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
110	25/06/2024			Barclays- Genera		Donation 24-25	Kevin Braizer	X	400.00		400.00
Subtotal for Code: S137 Donations and grants									£400.00		£400.00
Subtotal for Cost Centre: 02 Administration									25,773.96	724.15	26,498.11

**Cost Centre 03 Salaries**

Code Number		03 Salaries									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Cost Centre: 03 Salaries									64,542.79		64,542.79

**Cost Centre 04 Environment, assets and grounds**

Code Number		20 Pond maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	02/04/2024	3826		Barclays- Genera		Maintenance Ponds - March 2024	S.C.L Landscape Management	S	60.00	12.00	72.00
25	15/05/2024	3849		Barclays- Genera		Maintenance Ponds - April 2024	S.C.L Landscape Management	S	60.00	12.00	72.00
80	11/06/2024			Barclays- Genera		Maintenance ponds - May 2024	S.C.L Landscape Management	S	120.00	24.00	144.00
128	15/07/2024			Barclays- Genera		Maintenance ponds - June 2024	S.C.L Landscape Management	S	60.00	12.00	72.00
165	26/08/2024			Barclays- Genera		Maintenance pond - July 2024	S.C.L Landscape Management	S	180.00	36.00	216.00
166	26/08/2024			Barclays- Genera		Combination lock pond	Amazon	S	23.15	4.63	27.78
181	09/09/2024			Barclays- Genera		Maintenance ponds - August 2024	S.C.L Landscape Management	S	60.00	12.00	72.00
234	03/10/2024			Barclays- Genera		Maintenance Ponds - September	S.C.L Landscape Management	S	120.00	24.00	144.00
281	07/11/2024			Barclays- Genera		Maintenance Ponds - October 2024	S.C.L Landscape Management	S	120.00	24.00	144.00
Subtotal for Code: Pond maintenance									£803.15	£160.63	£963.78

Code Number		21 Play Areas Maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	02/04/2024	3825		Barclays- Genera		Maintenance Play Areas - March	S.C.L Landscape Management	S	216.50	43.30	259.80
26	15/05/2024	3851		Barclays- Genera		Maintenance Play Areas - April 2024	S.C.L Landscape Management	S	312.00	62.40	374.40
77	11/06/2024			Barclays- Genera		Keys Broke Hall Playing Field	James Wright	X	28.30		28.30
79	11/06/2024			Barclays- Genera		Maintenance play areas - May 2024	S.C.L Landscape Management	S	433.00	86.60	519.60
130	15/07/2024			Barclays- Genera		Maintenance play areas - June 2024	S.C.L Landscape Management	S	216.50	43.30	259.80

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**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

27 January 2025 (2024 - 2025)

142	23/07/2024		Barclays- Genera	Repointing of wall at Kelvedon Play	Wood Worx	S	416.47	83.30	499.77
164	26/08/2024		Barclays- Genera	Maintenance play areas - July 2024	S.C.L Landscape Management	S	784.00	156.80	940.80
180	09/09/2024		Barclays- Genera	Maintenance play areas - August	S.C.L Landscape Management	S	371.50	74.30	445.80
184	09/09/2024		Barclays- Genera	Play Area maintenance remove	S.C.L Landscape Management	S	80.00	16.00	96.00
235	03/10/2024		Barclays- Genera	Maintenance Play	S.C.L Landscape Management	S	433.00	86.60	519.60
265	26/10/2024		Barclays- Genera	High visibility jacket monthly play	Amazon	S	19.98	4.00	23.98
282	07/11/2024		Barclays- Genera	Maintenance Play Areas - October	S.C.L Landscape Management	S	567.50	113.50	681.00
302	13/12/2024	XWW844894	Barclays- Genera	Locks for Broke Hall Playing Field	Sylvia Stannard	S	64.15	12.83	76.98
331	13/01/2025		Barclays- Genera	Parish handyman materials wildlife	JN Jim	X	39.53		39.53
Subtotal for Code: Play Areas Maintenance							£3,982.43	£782.93	£4,765.36

**Code Number 29 Maintenance LNRs, POS, Paths**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
126	15/07/2024			Barclays- Genera		Maintenance Woodbridge	S.C.L Landscape Management	S	40.00	8.00	48.00
162	26/08/2024			Barclays- Genera		Maintenance Woodbridge	S.C.L Landscape Management	S	105.00	21.00	126.00
179	09/09/2024			Barclays- Genera		Maintenance Woodbridge Road May	S.C.L Landscape Management	S	25.84	5.17	31.01
186	09/09/2024			Barclays- Genera		Maintenance Woodbridge	S.C.L Landscape Management	S	40.00	8.00	48.00
236	03/10/2024			Barclays- Genera		Maintenance Woodbridge	S.C.L Landscape Management	S	40.00	8.00	48.00
279	07/11/2024			Barclays- Genera		Maintenance Woodbridge	S.C.L Landscape Management	S	40.00	8.00	48.00
343	20/01/2025			Barclays- Genera		Annual management of Mill Stream,	Ipswich Borough Council	S	5,255.00	1,051.00	6,306.00
Subtotal for Code: Maintenance LNRs, POS,									£5,545.84	£1,109.17	£6,655.01

**Code Number 32 Play Inspection Reports**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
202	13/09/2024			Barclays- Genera		Play Inspections - monthly and	Amazon	S	17.82	3.57	21.39
219	27/09/2024			Barclays- Genera		Play ground annual safety	ROSPA- Play Safety	S	380.00	76.00	456.00
Subtotal for Code: Play Inspection Reports									£397.82	£79.57	£477.39

**Code Number 56 Tree Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
141	23/07/2024			Barclays- Genera		Work at Kelvedon Play area and	S.C.L Landscape Management	S	2,825.00	565.00	3,390.00
199	13/09/2024			Barclays- Genera		Tree safety survey report 2024	Arboreal Associates	X	1,975.00		1,975.00
Subtotal for Code: Tree Maintenance									£4,800.00	£565.00	£5,365.00

**Code Number 70 Streetfurniture (seats, bins,**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	09/04/2024	18647		Barclays- Genera		Replacement seat The Street	KBS Depot	S	548.00	109.60	657.60
53	17/05/2024	111534		Barclays- Genera		Purchase, Installation Doggie Bin	East Suffolk Council	S	229.31	45.86	275.17
92	14/06/2024			Barclays- Genera		Replacement posts noticeboard	Greenbarnes	S	302.95	60.59	363.54
182	09/09/2024			Barclays- Genera		Installation of bench opposite Baptist	S.C.L Landscape Management	S	190.00	38.00	228.00
353	24/01/2025			Barclays- Genera		Streetfurniture application Salehurst	East Suffolk Council	S	160.00		160.00
Subtotal for Code: Streetfurniture (seats, bins,									£1,430.26	£254.05	£1,684.31

**Code Number 107 Defibrillators**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

27 January 2025 (2024 - 2025)

20	15/05/2024	Barclays- Genera	New defibrillators pads	Peter Massey	S	180.99	36.20	217.19
167	26/08/2024	Barclays- Genera	Battery defibrillator	Peter Massey	S	226.99	45.40	272.39
Subtotal for Code: Defibrillators						£407.98	£81.60	£489.58

**Code Number 115 Parish handyman**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	02/04/2024			Barclays- Genera		Parish handyman weekly	JN Jim	Z	75.00		75.00
117	03/07/2024			Barclays- Genera		parish handyman weekly	JN Jim	X	323.89		323.89
239	03/10/2024			Barclays- Genera		Parish handyman weekly	JN Jim	X	251.25		251.25
269	04/11/2024			Barclays- Genera		Parish handyman weekly	JN Jim	X	213.75		213.75
296	20/11/2024			Barclays- Genera		Parish handyman weekly	JN Jim	X	117.50		117.50
327	02/01/2025			Barclays- Genera		Parish handyman	JN Jim	X	86.25		86.25
Subtotal for Code: Parish handyman									£1,067.64		£1,067.64
Subtotal for Cost Centre: 04 Environment, assets and									18,435.12	3,032.95	21,468.07

**Cost Centre 05 Earmarked Reserves**

**Code Number 120 Tower Hall Play Equipment**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
88	14/06/2024			Barclays- Genera		Painting of fence at Tower Hall Play	Wood Worx	S	1,205.42	241.08	1,446.50
Subtotal for Code: Tower Hall Play Equipment									£1,205.42	£241.08	£1,446.50

**Code Number 125 Public Open Space Bixley Farm**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
253	09/10/2024			Barclays- Genera		Fell Maple and prune branches trees	Acorn Trees	S	1,200.00	240.00	1,440.00
Subtotal for Code: Public Open Space Bixley									£1,200.00	£240.00	£1,440.00

**Code Number 127 Community Events**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
90	14/06/2024			Barclays- Genera		Chinwag events 2024	Communities Together East Anglia	X	5,105.78		5,105.78
271	04/11/2024			Barclays- Genera		Refreshments Remembrance	Peter Massey	X	68.00		68.00
288	12/11/2024			Barclays- Genera		Refreshments Remembrance Event	Peter Massey	X	73.60		73.60
303	13/12/2024			Barclays- Genera		Refreshments Partnership Meeting	Sylvia Stannard	X	104.00		104.00
304	13/12/2024			Barclays- Genera		Refreshments Partnership Meeting	Sylvia Stannard	X	128.27		128.27
305	13/12/2024			Barclays- Genera		Refreshments Partnership Meeting	Sylvia Stannard	X	44.03		44.03
306	13/12/2024			Barclays- Genera		Refreshments Partnership Meeting	Sylvia Stannard	S	6.50	1.30	7.80
Subtotal for Code: Community Events									£5,530.18	£1.30	£5,531.48

**Code Number 128 Play Areas**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
251	09/10/2024			Barclays- Genera		Painting of fence at Tower Hall Play	Wood Worx	S	747.50	149.50	897.00
Subtotal for Code: Play Areas									£747.50	£149.50	£897.00

**Code Number 129 Replacement Office**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Initialled as a true record: <i>REW</i>											
Date: <i>6th February 2025</i>											

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

27 January 2025 (2024 - 2025)

320	19/12/2024	Barclays- Genera	Fee for pre-application advice East	Sylvia Stannard	X	222.00		222.00
337	13/01/2025	Barclays- Genera	Pre application fees - parish	Sylvia Stannard	S	123.33	24.67	148.00
344	20/01/2025	Barclays- Genera	Pre-application advice higways	Suffolk County Council	S	450.00	90.00	540.00
Subtotal for Code: Replacement Office						£795.33	£114.67	£910.00
Subtotal for Cost Centre: 05 Earmarked Reserves						9,478.43	746.55	10,224.98

**Cost Centre 06 Grant Funding**

**Code Number 97 Bee Cafes**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
104	03/07/2024			Barclays- Genera		Streetfurniture licence land opposite	Sylvia Stannard	X	160.00		160.00
246	07/10/2024			Barclays- Genera		Greenways project - supply and	Ipswich Borough Council	S	1,415.00	283.00	1,698.00
321	19/12/2024			Barclays- Genera		Plaque seat at land opposite Baptist	Anglia Sign Casting	S	118.52	23.70	142.22
Subtotal for Code: Bee Cafes						£1,693.52	£306.70	£2,000.22			

**Code Number 111 30 Days Wilder**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
74	11/06/2024			Barclays- Genera		Seedbombs for Community Picnic 30	Amazon	S	24.82	4.96	29.78
75	11/06/2024			Barclays- Genera		Seedbombs for Community Picnic 30	Amazon	S	12.49	2.50	14.99
76	11/06/2024			Barclays- Genera		Seedbombs for Community Picnic 30	Amazon	S	7.62	1.53	9.15
94	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	7.13	1.43	8.56
95	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	4.99	1.00	5.99
96	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	9.99	2.00	11.99
97	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	13.43	2.69	16.12
98	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	3.57	0.72	4.29
99	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	17.74	3.55	21.29
100	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	10.51	2.10	12.61
105	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Sylvia Stannard	S	4.17	0.83	5.00
106	03/07/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	16.65	3.33	19.98
107	25/06/2024			Barclays- Genera		Storytelling 30 Days Wild event	Bards Aloud	X	50.00		50.00
109	25/06/2024			Barclays- Genera		30 Days Wilder Event Crafts	Sylvia Stannard	X	11.75		11.75
119	03/07/2024			Barclays- Genera		creation of new content 30 days	Rubbish Walks	X	140.00		140.00
125	15/07/2024			Barclays- Genera		Crafts 30 Days Wilder	Amazon	S	8.32	1.67	9.99
158	07/08/2024			Barclays- Genera		Supply of wildlife homes for 30 days	Ipswich Wildlife Group	X	150.00		150.00
226	26/06/2024			Barclays- Genera		30 Days Wilder Event Crafts	Amazon	S	5.82	1.16	6.98
Subtotal for Code: 30 Days Wilder						£499.00	£29.47	£528.47			

**Code Number 113 Kelvedon Sensory Garden**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
120	09/07/2024			Barclays- Genera		Topographical Survey Kelvedon Play	EDI Surveys	S	580.00	116.00	696.00
238	03/10/2024			Barclays- Genera		Stage 1-3 Landscape Design	Lee Anne Van Wyk Chartered	X	1,610.00		1,610.00
276	07/11/2024			Barclays- Genera		Remaining payment Stage 1-3	Lee Anne Van Wyk Chartered	X	690.00		690.00
Subtotal for Code: Kelvedon Sensory Garden						£2,880.00	£116.00	£2,996.00			

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

Code Number		116 Remembrance Events									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
123	10/07/2024			Barclays- Genera		Stanley's War for Remembrance	Peter Massey	X	5.95		5.95
272	04/11/2024			Barclays- Genera		Crafts Remembrance Events	Amazon	S	12.48	2.50	14.98
273	04/11/2024			Barclays- Genera		Crafts Remembrance Events	Amazon	S	19.12	3.83	22.95
277	07/11/2024			Barclays- Genera		Crafts Remembrance Events	Amazon	S	5.82	1.17	6.99
278	07/11/2024			Barclays- Genera		Crafts Remembrance Events	Amazon	S	4.67	0.93	5.60
289	12/11/2024			Barclays- Genera		Entertainment Remembrance Events	Bruce Aldred Entertainment	X	100.00		100.00
297	20/11/2024			Barclays- Genera		Remembrance Projection	TM Services Audio Visual Ltd	S	500.00	100.00	600.00
298	26/11/2024			Barclays- Genera		Bugler for Remembrance Day	Fergus Odam	X	50.00		50.00
Subtotal for Code: Remembrance Events									£698.04	£108.43	£806.47

Code Number		117 Gateway Signs									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
151	07/08/2024			Barclays- Genera		land ownership search gateway sign	Peter Massey	X	3.00		3.00
152	07/08/2024	36261		Barclays- Genera		Manufacture of 8 gateway signs and	Signs of the Times Ltd	S	16,296.84	3,259.37	19,556.21
188	09/09/2024			Barclays- Genera		Gateway signs unveiling -ribbon	Amazon	S	4.41	0.88	5.29
189	09/09/2024			Barclays- Genera		Gateway signs unveiling - fabric	Amazon	S	10.92	2.18	13.10
190	09/09/2024			Barclays- Genera		Gateway signs unveiling	Amazon	S	8.32	1.67	9.99
191	09/09/2024			Barclays- Genera		Gateway signs plants	Sylvia Stannard	S	49.47	9.90	59.37
192	09/09/2024			Barclays- Genera		Gateway signs unveiling	Peter Massey	X	1.45		1.45
195	09/09/2024			Barclays- Genera		Gateway signs unveiling	Sylvia Stannard	X	12.85		12.85
Subtotal for Code: Gateway Signs									£16,387.26	£3,274.00	£19,661.26

Code Number		118 Nature Watch									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	02/04/2024			Barclays- Genera		Crafts/ refreshments for promotion of	Sylvia Stannard	C	51.64	3.33	54.97
Subtotal for Code: Nature Watch									£51.64	£3.33	£54.97
Subtotal for Cost Centre: 06 Grant Funding									22,209.46	3,837.93	26,047.39

**Cost Centre 07 CIL**

Code Number		121 Kelvedon Sensory Garden									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	09/05/2024	kpa1001		Barclays- Genera		Repointing of wall at Kelvedon Play	Wood Worx	S	4,166.67	833.33	5,000.00
142	23/07/2024			Barclays- Genera		Repointing of wall at Kelvedon Play	Wood Worx	S	319.67	63.93	383.60
Subtotal for Code: Kelvedon Sensory Garden									£4,486.34	£897.26	£5,383.60

Code Number		131 Television Screen Hall									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
332	13/01/2025			Barclays- Genera		Supply and installation of tv screen at	TM Services Audio Visual Ltd	S	7,660.00	1,532.00	9,192.00
Subtotal for Code: Television Screen Hall									£7,660.00	£1,532.00	£9,192.00
Subtotal for Cost Centre: 07 CIL									12,146.34	2,429.26	14,575.60

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**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

27 January 2025 (2024 - 2025)

**Cost Centre 08 Allotments**

**Code Number 61 Allotments Maintenance, Hedges,**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	02/04/2024	3820		Barclays- Genera		Clearance of Plot 9D, 14B and 15B	S.C.L Landscape Management	S	785.00	157.00	942.00
29	02/04/2024	3822		Barclays- Genera		Maintenance Allotments - March	S.C.L Landscape Management	S	88.50	17.70	106.20
30	15/05/2024	3848		Barclays- Genera		Maintenance Allotments - April 2024	S.C.L Landscape Management	S	128.50	25.70	154.20
81	11/06/2024			Barclays- Genera		Maintenance allotments - May 2024	S.C.L Landscape Management	S	177.00	35.40	212.40
127	15/07/2024			Barclays- Genera		Maintenance allotments - June 2024	S.C.L Landscape Management	S	171.00	34.20	205.20
163	26/08/2024			Barclays- Genera		Maintenance allotments -July 2024	S.C.L Landscape Management	S	265.50	53.10	318.60
185	09/09/2024			Barclays- Genera		Maintenance allotments - August	S.C.L Landscape Management	S	88.50	17.70	106.20
233	03/10/2024			Barclays- Genera		Maintenance Allotments - September	S.C.L Landscape Management	S	222.00	44.40	266.40
280	07/11/2024			Barclays- Genera		Maintenance Allotments - October	S.C.L Landscape Management	S	214.50	42.90	257.40
Subtotal for Code: Allotments Maintenance,									£2,140.50	£428.10	£2,568.60

**Code Number 65 Allotments Fence, Gates, Track,**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
78	11/06/2024			Barclays- Genera		Supply and install water tank	S.C.L Landscape Management	S	85.00	17.00	102.00
161	26/08/2024			Barclays- Genera		Extra works fill potholes and lift tree	S.C.L Landscape Management	S	360.00	72.00	432.00
183	09/09/2024			Barclays- Genera		Replace damaged fence posts and	S.C.L Landscape Management	S	375.00	75.00	450.00
201	13/09/2024			Barclays- Genera		Replacement signs car park at	Peter Massey	X	25.94		25.94
Subtotal for Code: Allotments Fence, Gates,									£845.94	£164.00	£1,009.94

**Code Number 109 Allotment hut**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	08/04/2024	116544		Barclays- Genera		Community Shed allotments	Tuin Ltd	S	2,928.91	585.78	3,514.69
118	03/07/2024			Barclays- Genera		Construction and laying of concrete	D J Moyse Surfacing Ltd	S	2,000.00	400.00	2,400.00
137	23/07/2024			Barclays- Genera		Equipment community hut	Peter Massey	X	5.50		5.50
138	23/07/2024			Barclays- Genera		Equipment community hut	Peter Massey	X	108.00		108.00
168	26/08/2024			Barclays- Genera		Paint community hut allotment	Peter Massey	S	26.22	5.25	31.47
Subtotal for Code: Allotment hut									£5,068.63	£991.03	£6,059.66
Subtotal for Cost Centre: 08 Allotments									8,055.07	1,583.13	9,638.20

**Cost Centre 09 Cemetery**

**Code Number 23 Cemetery Administration**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
21	09/05/2024			Barclays- Genera		Bank charges - April 2024	Barclays	X	8.50		8.50
33	08/04/2024			Barclays- Cemete		Bank Charges - March 2024	Barclays	X	10.00		10.00
34	22/04/2024			Barclays- Cemete		Mobile phone contracts - April 2024	H3G	S	79.40	15.88	95.28
35	23/04/2024	16042024-09		Barclays- Cemete		Microsoft 365 subscriptions 2024	CloudFlex Systems	S	368.35	73.67	442.02
36	25/04/2024			Barclays- Cemete		Annual Membership 2024/25 - ICCM	ICCM	X	100.00		100.00
38	23/04/2024			Barclays- Cemete		Registrar of Burials - March 2024	Kevin Braizer	X	155.25		155.25

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**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

41	07/05/2024		Barclays- Cemete	Bank charges - April 2024	Barclays	X	8.50		8.50
42	09/05/2024		Barclays- Cemete	Cemetery consecration refreshments	Peter Massey	X	27.00		27.00
43	09/05/2024		Barclays- Cemete	Cemetery consecration refreshments	Peter Massey	X	14.00		14.00
44	09/05/2024	arc5159-0006	Barclays- Cemete	Backup of cemetery archives	TownsWebArchiving	S	144.21	28.84	173.05
46	09/05/2024		Barclays- Cemete	Registrar of burials - April 2024	Kevin Braizer	X	256.50		256.50
49	15/05/2024	381596	Barclays- Cemete	Phone calls and setup - April 2024	T2K Voice and Data	S	99.71	19.94	119.65
50	15/05/2024		Barclays- Cemete	Cemetery consecration refreshments	Peter Massey	X	70.00		70.00
51	15/05/2024		Barclays- Cemete	Stamps cemetery	Peter Massey	X	13.60		13.60
54	22/05/2024	006895	Barclays- Cemete	Printing and printer contract	Evolve Business Solutions	S	387.52	77.51	465.03
58	22/05/2024		Barclays- Cemete	Event consecration of cemetery	Peter Massey	X	24.80		24.80
59	22/05/2024		Barclays- Cemete	Event consecration of cemetery	Peter Massey	X	8.28		8.28
86	04/06/2024		Barclays- Cemete	Bank charges - May 2024	Barclays	Z	8.50		8.50
87	14/06/2024		Barclays- Cemete	Recorded delivery letter posted to Mr	Sylvia Stannard	X	7.95		7.95
91	14/06/2024		Barclays- Cemete	Provision and setting up of laptop	CloudFlex Systems	S	941.04	188.21	1,129.25
101	03/07/2024		Barclays- Genera	Stationary cemetery	Amazon	S	27.48	5.50	32.98
103	20/06/2024		Barclays- Cemete	parish online subscription 24-25	Parish Online	S	240.00	48.00	288.00
108	25/06/2024		Barclays- Cemete	Drainage report cemetery	O A Chapman & Son Ltd	S	600.00	120.00	720.00
122	09/07/2024		Barclays- Cemete	Registrar of burials - June 2024	Kevin Braizer	X	87.75		87.75
132	16/07/2024		Barclays- Cemete	Bank Charges - June 2024	Barclays	X	11.50		11.50
134	22/07/2024		Barclays- Cemete	Mobile phone contracts - July 2024	H3G	S	79.40	15.88	95.28
135	24/06/2024		Barclays- Cemete	Mobile Phone Contracts - June 2024	H3G	S	79.40	15.88	95.28
140	23/07/2024		Barclays- Cemete	Paper cemetery	Amazon	S	19.15	3.83	22.98
153	07/08/2024		Barclays- Cemete	Cork noticeboard office	Amazon	S	21.86	4.37	26.23
155	07/08/2024		Barclays- Cemete	Registrar of Burials - July 2024	Kevin Braizer	X	187.00		187.00
160	07/08/2024		Barclays- Cemete	Mailbox subscriptions 365	CloudFlex Systems	S	251.85	50.37	302.22
193	09/09/2024		Barclays- Cemete	Stamps cemetery	Peter Massey	X	1.55		1.55
197	05/08/2024		Barclays- Cemete	bank charges - July 2024	Barclays	X	8.50		8.50
204	13/09/2024		Barclays- Cemete	Registrar of Burials - August 2024	Kevin Braizer	X	119.00		119.00
206	13/09/2024		Barclays- Cemete	Stationary cemetery	Kevin Braizer	S	14.16	2.83	16.99
222	27/09/2024		Barclays- Cemete	Mobile phone contracts September	H3G	S	79.40	15.88	95.28
229	22/05/2024		Barclays- Cemete	Mobile phone contracts - May 2024	H3G	S	79.40	15.88	95.28
242	03/10/2024		Barclays- Cemete	Registrar of burials - September	Kevin Braizer	X	340.00		340.00
245	05/09/2024		Barclays- Cemete	Bank charges - August 2024	Barclays	X	8.50		8.50
248	07/10/2024		Barclays- Cemete	Fix fire resistant folder for cemetery	Kitty Martin Seamstress	X	25.00		25.00
254	05/10/2024		Barclays- Cemete	Bank charges - September 2024	Barclays	X	8.50		8.50
264	26/10/2024		Barclays- Cemete	Rebuild laptop	CloudFlex Systems	S	220.00	44.00	264.00
267	22/10/2024		Barclays- Cemete	Mobile phone contracts September	H3G	S	79.40	15.88	95.28
285	07/11/2024		Barclays- Cemete	Registrar of burials - October 2024	Kevin Braizer	X	255.00		255.00
286	07/11/2024		Barclays- Cemete	Stationary cemetery	Kevin Braizer	X	13.60		13.60
290	12/11/2024		Barclays- Cemete	Car parking paying in cheques	Sylvia Stannard	X	1.50		1.50

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

27 January 2025 (2024 - 2025)

293	18/11/2024	Barclays- Cemete	Shredder - cemetery administration	Amazon	S	205.00	41.00	246.00
294	18/11/2024	Barclays- Cemete	Parking cemetery cheques	Sylvia Stannard	X	2.45		2.45
295	20/11/2024	Barclays- Cemete	Recorded delivery letter No 6 St	Sylvia Stannard	X	3.35		3.35
299	26/11/2024	Barclays- Cemete	Stamps - cemetery administration	Sylvia Stannard	X	6.80		6.80
309	13/12/2024	Barclays- Cemete	Administration lawn	Kevin Braizer	X	195.50		195.50
315	04/11/2024	Barclays- Cemete	Bank charges - November 2024	Barclays	X	10.90		10.90
316	22/11/2024	Barclays- Cemete	Mobile phone contracts - October	H3G	S	79.40	15.88	95.28
319	05/12/2024	Barclays- Cemete	Bank charges - November 2024	Barclays	X	8.50		8.50
326	02/01/2025	Barclays- Cemete	Voicecalls - June - Nov 2024	T2K Voice and Data	S	263.70	52.74	316.44
330	23/12/2024	Barclays- Cemete	Mobile phone contracts - December	H3G	S	79.40	15.88	95.28
336	13/01/2025	Barclays- Cemete	Parking for paying in cheques	Sylvia Stannard	X	1.50		1.50
339	14/01/2025	Barclays- Cemete	Administration - Registrar of	Kevin Braizer	X	119.00		119.00
340	14/01/2025	Barclays- Cemete	Phone calls - December 2024	T2K Voice and Data	S	43.95	8.79	52.74
342	09/01/2025	Barclays- Cemete	Bank charges - December 2024	Barclays	X	9.70		9.70
Subtotal for Code: Cemetery Administration						£6,621.16	£896.64	£7,517.80

**Code Number 42 Cemetery Water Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
133	17/06/2024			Barclays- Cemete		Water charges at lawn cemetery	Anglian Water	X	23.04		23.04
223	17/09/2024			Barclays- Cemete		Water charges at lawn cemetery	Anglian Water	X	52.36		52.36
318	17/12/2024			Barclays- Cemete		Water charges at lawn cemetery	Anglian Water	X	34.78		34.78
Subtotal for Code: Cemetery Water Charges									£110.18		£110.18

**Code Number 49 Cemetery Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	02/04/2024	3824		Barclays- Cemete		Maintenance Cemetery - March 2024	S.C.L Landscape Management	S	287.00	57.40	344.40
37	23/04/2024			Barclays- Cemete		Gardening at lawn cemetery - March	Kevin Braizer	X	114.75		114.75
40	30/04/2024			Barclays- Cemete		Parish handyman - April 2024	JN Jim	X	153.00		153.00
45	09/05/2024			Barclays- Cemete		Gardening at lawn cemetery - April	Kevin Braizer	X	135.00		135.00
47	09/05/2024	INV-63633		Barclays- Cemete		Plaque for seat at cemetery	Anglia Sign Casting	S	115.60	23.12	138.72
48	15/05/2024	3850		Barclays- Cemete		Maintenance cemetery - April 2024	S.C.L Landscape Management	S	1,279.00	255.80	1,534.80
56	22/05/2024	2045835		Barclays- Cemete		Signs Lawn Cemetery	Signomatic	S	268.02	53.60	321.62
72	30/05/2024			Barclays- Cemete		Parish handyman weekly	JN Jim	X	224.20		224.20
73	30/05/2024			Barclays- Cemete		Plants for lawn cemetery	Kevin Braizer	X	51.89		51.89
82	11/06/2024			Barclays- Cemete		Maintenance cemetery - May 2024	S.C.L Landscape Management	S	554.00	110.80	664.80
83	11/06/2024			Barclays- Cemete		Maintenance cemetery - May 2024	S.C.L Landscape Management	S	14.16	2.83	16.99
84	11/06/2024			Barclays- Cemete		Gardening at cemetery - May 2024	Kevin Braizer	X	263.25		263.25
121	13/06/2024			Barclays- Cemete		Maintenance Lawn Cemetery - July	Kevin Braizer	X	182.25		182.25
129	15/07/2024			Barclays- Cemete		Initialled preparation records for planting	S.C.L Landscape Management	S	554.00	110.80	664.80
131	15/07/2024			Barclays- Cemete		Initialled preparation records for planting	S.C.L Landscape Management	S	2,746.00	549.20	3,295.20
156	07/08/2024			Barclays- Cemete		Gardening at lawn cemetery - July	Kevin Braizer	X	280.50		280.50
157	07/08/2024			Barclays- Cemete		Parish handyman maintenance - July	JN Jim	X	441.75		441.75

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2024 and 27-01-2025)**

27 January 2025 (2024 - 2025)

177	26/08/2024	Barclays- Cemete	Maintenance cemetery - July 2024	S.C.L Landscape Management	S	936.00	187.20	1,123.20
194	09/09/2024	Barclays- Cemete	Maintenance cemetery - August	S.C.L Landscape Management	S	287.00	57.40	344.40
203	13/09/2024	Barclays- Cemete	Gardening cemetery - August 2024	Kevin Braizer	X	153.00		153.00
205	13/09/2024	Barclays- Cemete	Equipment cemetery	Kevin Braizer	S	28.11	5.62	33.73
217	20/09/2024	Barclays- Cemete	Construction oand laying of footpaths	D J Moyse Surfacing Ltd	S	15,000.00	3,000.00	18,000.00
218	24/09/2024	Barclays- Cemete	Parish handyman rounds - August	JN Jim	X	288.75		288.75
221	27/09/2024	Barclays- Cemete	Supply and fixing of fence and	KJ Fencing Services	X	5,300.00		5,300.00
232	15/07/2024	Barclays- Cemete	Gardening at cemetery - June 2024	Kevin Braizer	X	182.25		182.25
243	03/10/2024	Barclays- Cemete	Gardening at cemetery - September	Kevin Braizer	X	221.00		221.00
244	03/10/2024	Barclays- Cemete	Maintenance cemetery - September	S.C.L Landscape Management	S	685.50	137.10	822.60
283	07/11/2024	Barclays- Cemete	Maintenance - Cemetery - October	S.C.L Landscape Management	S	614.00	122.80	736.80
284	07/11/2024	Barclays- Cemete	Gardening at cemetery - October	Kevin Braizer	X	153.00		153.00
307	13/12/2024	Barclays- Cemete	Gardening at cemetery - November	Kevin Braizer	X	136.00		136.00
308	13/12/2024	Barclays- Cemete	Strimmer blades cemetery	Kevin Braizer	X	11.99		11.99
310	13/12/2024	Barclays- Cemete	Maintenance Cemetery - November	S.C.L Landscape Management	S	522.50	104.50	627.00
333	13/01/2025	Barclays- Cemete	Digging out ditch and removal of	D J Moyse Surfacing Ltd	S	4,240.00	848.00	5,088.00
334	13/01/2025	Barclays- Cemete	Installation of signs	S.C.L Landscape Management	S	770.83	154.17	925.00
335	13/01/2025	Barclays- Cemete	Maintenance cemetery - December	S.C.L Landscape Management	S	935.00	187.00	1,122.00
338	14/01/2025	Barclays- Cemete	Gardening at cemetery - December	Kevin Braizer	X	85.00		85.00
347	20/01/2025	Barclays- Cemete	Skip exchange 13/01/2025 Lawn	Sun Skips	S	233.33	46.67	280.00
Subtotal for Code: Cemetery Maintenance						£38,447.63	£6,014.01	£44,461.64

**Code Number 71 Cemetery Skips**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	30/04/2024	SI-128220		Barclays- Cemete		Skip exchange at lawn	Sun Skips	S	233.33	46.67	280.00
55	22/05/2024	SI-130405		Barclays- Cemete		Skip exchange at lawn cemetery	Sun Skips	S	233.33	46.67	280.00
89	14/06/2024			Barclays- Cemete		Skip exchange lawn	Sun Skips	S	233.33	46.67	280.00
154	07/08/2024			Barclays- Cemete		Skip exchange at lawn	Sun Skips	S	233.33	46.67	280.00
216	20/09/2024			Barclays- Cemete		Skip exchange lawn	Sun Skips	S	233.33	46.67	280.00
252	09/10/2024			Barclays- Cemete		Skip exchange at Lawn	Sun Skips	S	233.33	46.67	280.00
274	04/11/2024			Barclays- Cemete		Skip exchange Lawn	Sun Skips	S	233.33	46.67	280.00
329	02/01/2025			Barclays- Cemete		Skip exchange 19/12/2024 at Lawn	Sun Skips	S	233.33	46.67	280.00
Subtotal for Code: Cemetery Skips						£1,866.64	£373.36	£2,240.00			

**Code Number 110 Cemetery Assets**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	02/04/2024	3821		Barclays- Cemete		Installation of new bench at cemetery	S.C.L Landscape Management	S	150.00	30.00	180.00
Subtotal for Code: Cemetery Assets						£150.00	£30.00	£180.00			

Filing ref: 1.01 PC Minutes - 160125.docx      Subtotal for Cost Centre: 09 Cemetery      Page 15 of 1547,195.61      7,314.01      54,509.62

Initialled as a true record: *REW*      Date: *6<sup>th</sup> February 2025*

**TOTALS .....**      **£207,836.78**      **£19,667.98**      **£227,504.76**