

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon Norwich NR6 5HE

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC8: Receipts, payments and invoices due		
Meeting	Potter Heigham Parish Council		
Date	11 th December 2024		
Author	Parish Clerk		
Payments made November 2024			
Ref.	Supplier	Description	Gross (if inc VAT this will be in brackets)
P41	Village Hall	Grant 2 nd installment	£2,500
P42	S Turner	Community Hotspot re-imbursement	£85.06
P43	NCC	Ludham Estate	£600.00
P44	L Bateman	Employee Pay	£691.40
P45	URM LTD	Recycling	£43.20 (inc VAT)
P46	Unity Trust	Service Charge Acc..7717	£5.40
P47	Unity Trust	Service Charge Ac...7720	£5.40
Funds received November 2024			
Ref.	Supplier	Description	Gross
R19-R25	7 x various	Allotment rent	£1,314.73
Invoices Due December 2024			
Ref.	Supplier	Description	Gross
D1	Laura Bateman	32hrs @ £17.79/£5 WFH Back pay from 1 st April £0.63p/h (32 weeks = 256 hours)	£574.28 £161.28 (Total £735.56)
D2	Paul Gladden	Bench Maintenance	£115
D4	Gazette	Donation for newsletter	£150
D6	S Turner	Community Hotspot	£73.99

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		reimbursement	
Recommendation			
Council is asked to note the Receipts & Payments and corresponding invoices for information. Council is to consider payments due with corresponding invoices			