

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon Norwich NR6 5HE

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Paper	PHPC9: Receipts, payments and invoices due		
Meeting	Potter Heigham Parish Council		
Date	12 th February 2025		
Author	Parish Clerk		
Payments made January 2025			
Ref.	Supplier	Description	Gross (if inc VAT this will be in brackets)
P57	The Gazette	Annual Donation	£150.00
P58	L Bateman	Employee Pay	£574.28
P59	URM	Glass Recycling	£12.96 (inc VAT)
P60	Unity Trust	Service Charge Acc..7717	£6.00
P61	Unity Trust	Service Charge Acc..7720	£6.00
Funds received January 2025			
Ref.	Supplier	Description	Gross
R28-29	2 x various	Allotment rent	£36.11
R30	Anonymous	Donation for Community Hotspot	£1,000
Invoices Due February 2025			
Ref.	Supplier	Description	Gross
D1	Laura Bateman	40hrs @ £17.79/£5 WFH	£716.60
D2	Laura Bateman	Expenses, 8 x 2 nd class stamps	£6.80
D3	Sheridan Turner	Community Hot-spot re-imbursement	£92.86
Recommendation			
Council is asked to note the Receipts & Payments and corresponding invoices for information. Council is to consider payments due with corresponding invoices			

Parish Chair: Ms Sheridan Turner

Parish Clerk: Laura Bateman

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon Norwich NR6 5HE

Tel: 07917841665 **Email:** potterheighamparishcouncil@gmail.com
