

**Melton Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Pavilion Project - Build	03/04/2023		01 - Lloyds Treasurers		Mirrors for Pavilion	Amazon	S	33.34	6.66	40.00
1	Pavilion - Running Costs	03/04/2023		01 - Lloyds Treasurers		Pavilion Business Rates	Anglia Revenues - ESC	X	52.79		52.79
3	Neighbourhood Plan	06/04/2023		01 - Lloyds Treasurers		Neighbourhood Plan Website	Wix	S	90.00	18.00	108.00
10	Office service / maintenance	13/04/2023		01 - Lloyds Treasurers		Window Cleaning	TLC Domestic	S	37.50	7.50	45.00
8	Subscriptions	13/04/2023		01 - Lloyds Treasurers		SALC Membership Subscription	SALC	E	1,083.09		1,083.09
4	Greenspace Management Co	13/04/2023		01 - Lloyds Treasurers		Grass Cutting	CGM Group	S	70.87	14.17	85.04
7	Accounts Software	13/04/2023		01 - Lloyds Treasurers		Scribe Subscription	Scribe	S	540.00	108.00	648.00
6	Tree Warden Expenses	13/04/2023		01 - Lloyds Treasurers		Owed Expenses	Phil Donoghue	S	0.58	0.12	0.70
5	Greenspace Additional Works	13/04/2023		01 - Lloyds Treasurers		Mole Control	Command Pest Control	S	160.00	32.00	192.00
9	Bins - Dog/ Grit / Rubbish	13/04/2023		01 - Lloyds Treasurers		Dog Poo Bin - St Andrews	Suffolk Coastal Norse	S	246.29	49.26	295.55
12	Subscriptions	17/04/2023		01 - Lloyds Treasurers		Microsoft 365 Subscription	Microsoft	S	66.66	13.33	79.99
11	Business rates	17/04/2023		01 - Lloyds Treasurers		Business Rates	Anglia Revenues - ESC	X	573.34		573.34
13	Pavilion Project - Build	18/04/2023		01 - Lloyds Treasurers		Cycle Racks for Pavilion / Recr	Shelters 4 Less	S	83.48	16.69	100.17
16	Community Infrastructure Le	20/04/2023		01 - Lloyds Treasurers		Bench Application	East Suffolk Council	X	117.00		117.00
17	Signage / Notice Boards	20/04/2023		01 - Lloyds Treasurers		Jubilee Green Sign	SBD	X	1,078.67		1,078.67
14	Pavilion - Electricity	20/04/2023		01 - Lloyds Treasurers		Pavilion Electricity	Octopus Energy	S	194.37	38.87	233.24
15	Outdoor Furniture	20/04/2023		01 - Lloyds Treasurers		Noticeboard	Earth Anchors Ltd	S	1,185.00	237.00	1,422.00
18	Member Expenses	21/04/2023		01 - Lloyds Treasurers		APM Expenses	Gimmeballs	S	6.25	1.25	7.50
20	Telephone	24/04/2023		01 - Lloyds Treasurers		Office Telephony	Comms Unite	S	41.33	8.27	49.60
19	Pavilion Project - Build	24/04/2023		01 - Lloyds Treasurers		Pavilion Drainage	Phil Donoghue	X	900.00		900.00
23	Chairs Allowance	25/04/2023		01 - Lloyds Treasurers		Expenses	Aldi	Z	3.24		3.24
23	Chairs Allowance	25/04/2023		01 - Lloyds Treasurers		Expenses	Aldi	S	30.56	6.11	36.67
21	Telephone	25/04/2023		01 - Lloyds Treasurers		Office Broadband	Riduna Holdings Ltd	S	45.00	9.00	54.00
23	Office Cleaning and sundries	25/04/2023		01 - Lloyds Treasurers		Expenses	Aldi	S	2.25	0.45	2.70
22	Office utility costs	25/04/2023		01 - Lloyds Treasurers		Water	Everflow Water	Z	20.38		20.38
22	Pavilion - Water	25/04/2023		01 - Lloyds Treasurers		Water	Everflow Water	Z	590.05		590.05
24	Office service / maintenance	26/04/2023		01 - Lloyds Treasurers		Office Electrical Works	Doyle Electrical Services	S	580.52	116.10	696.62
25	Staff Salaries	26/04/2023		01 - Lloyds Treasurers		Staff Salaries P1	Staff Salaries	X	3,622.22		3,622.22
26	HMRC PAYE NI	26/04/2023		01 - Lloyds Treasurers		Tax / NI	HMRC	X	605.66		605.66
27	Pension Contributions	26/04/2023		01 - Lloyds Treasurers		Staff Pension	Suffolk County Council	X	1,160.97		1,160.97
28	Bequest	27/04/2023		01 - Lloyds Treasurers		Pavilion Planting	Swanns Nursery	S	132.60	26.52	159.12
30	PWLB Loans	02/05/2023		01 - Lloyds Treasurers		Loan Repayment	Public Works Loan Repaymer	X	9,819.62		9,819.62

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29	Office Cleaning and sundries	02/05/2023		01 - Lloyds Treasurers		Office cleaning	Heritage Cleaning	X	121.88		121.88
31	Office utility costs	03/05/2023		01 - Lloyds Treasurers		Office Electricity	British Gas	L	18.38	0.92	19.30
34	General Maintenance Budget	04/05/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	S	36.68	7.34	44.02
33	Maintenance Officer Mileage	04/05/2023		01 - Lloyds Treasurers		Maintenance Officer Mileage	Phil Donoghue	X	81.90		81.90
34	Pavilion - Running Costs	04/05/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	S	9.77	1.95	11.72
32	Greenspace Additional Works	04/05/2023		01 - Lloyds Treasurers		Pond Survey	Native Landscapes	X	80.00		80.00
35	Business rates	15/05/2023		01 - Lloyds Treasurers		Business Rates	Anglia Revenues - ESC	X	579.00		579.00
36	Pavilion - Electricity	15/05/2023		01 - Lloyds Treasurers		Pavilion Electricity	EDF	L	93.33	4.67	98.00
37	Pavilion - Electricity	18/05/2023		01 - Lloyds Treasurers		Pavilion Electricity	Octopus Energy	L	8.86	0.44	9.30
38	Telephone	22/05/2023		01 - Lloyds Treasurers		Office Telephony	Comms Unite	S	34.60	6.92	41.52
45	Stationery and printing	23/05/2023		01 - Lloyds Treasurers		Stationery	Viking	S	147.16	29.43	176.59
39	Greenspace Management Co	23/05/2023		01 - Lloyds Treasurers		Grass Cutting	CGM Group	S	242.59	48.51	291.10
41	Staff Salaries	23/05/2023		01 - Lloyds Treasurers		Staff Salaries P2	Staff Salaries	X	3,681.78		3,681.78
44	Divested Land Investment	23/05/2023		01 - Lloyds Treasurers		Leaflet Printing	Tuddenham Press Ltd	X	62.00		62.00
40	Pavilion - Running Costs	23/05/2023		01 - Lloyds Treasurers		Pavilion Cleaning	Spic n Span	X	405.00		405.00
43	HMRC PAYE NI	23/05/2023		01 - Lloyds Treasurers		Tax / NI	HMRC	X	648.00		648.00
42	Pension Contributions	23/05/2023		01 - Lloyds Treasurers		Staff Pension	Suffolk County Council	X	1,187.18		1,187.18
46	Telephone	25/05/2023		01 - Lloyds Treasurers		Office Broadband	Riduna Holdings Ltd	S	45.00	9.00	54.00
47	Fete	25/05/2023		01 - Lloyds Treasurers		TEN for Fete	East Suffolk Council	X	21.00		21.00
48	Office Cleaning and sundries	30/05/2023		01 - Lloyds Treasurers		Office cleaning	Heritage Cleaning	X	121.88		121.88
49	Office utility costs	02/06/2023		01 - Lloyds Treasurers		Office Electricity	British Gas	L	118.25	5.91	124.16
53	Office service / maintenance	07/06/2023		01 - Lloyds Treasurers		Estate Charges	Savills	S	590.00	118.00	708.00
50	Greenspace Management Co	07/06/2023		01 - Lloyds Treasurers		Grass Cutting	CGM Group	S	403.57	80.71	484.28
51	Member Expenses	07/06/2023		01 - Lloyds Treasurers		Plants	K Martin	X	12.00		12.00
51	Bequest	07/06/2023		01 - Lloyds Treasurers		Plants	K Martin	X	6.00		6.00
52	Fete	07/06/2023		01 - Lloyds Treasurers		Fete Entertainment	Non stop kids entertainment	S	190.83	38.17	229.00
54	Fete	13/06/2023		01 - Lloyds Treasurers		Pavement Signs	XL Displays Ltd	S	180.00	36.00	216.00
55	Pavilion - Electricity	14/06/2023		01 - Lloyds Treasurers		Pavilion Electricity	Octopus Energy	L	16.77	0.84	17.61
56	Business rates	15/06/2023		01 - Lloyds Treasurers		Business Rates	Anglia Revenues - ESC	X	579.00		579.00
57	Fete	20/06/2023		01 - Lloyds Treasurers		Buckets	B&Q	S	21.66	4.33	25.99
58	Telephone	22/06/2023		01 - Lloyds Treasurers		Office Telephony	Comms Unite	S	36.54	7.31	43.85
59	Legal and Professional Costs	22/06/2023		01 - Lloyds Treasurers		Legal Fees	Birketts	S	1,000.00	200.00	1,200.00
61	Bequest	22/06/2023		01 - Lloyds Treasurers		Defibrillator Installation	Doyle Electrical Services	S	134.76	26.95	161.71
60	Pavilion - Running Costs	22/06/2023		01 - Lloyds Treasurers		Pavilion Cleaning	Spic n Span	X	418.50		418.50
62	Ad Hoc Provision / Events	23/06/2023		01 - Lloyds Treasurers		Event refreshments	Majestic Wine Warehouse Ltr	S	86.52	17.30	103.82

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63	Telephone	26/06/2023		01 - Lloyds Treasurers		Office Broadband	Riduna Holdings Ltd	S	45.00	9.00	54.00
69	Audit	26/06/2023		01 - Lloyds Treasurers		Internal Audit Services	Trevor Brown	X	375.00		375.00
64	Staff Salaries	26/06/2023		01 - Lloyds Treasurers		Staff Salaries P3	Staff Salaries	X	3,622.02		3,622.02
67	Bequest	26/06/2023		01 - Lloyds Treasurers		Plaques	Fliss Waters	X	80.00		80.00
68	Woodland	26/06/2023		01 - Lloyds Treasurers		Tree Works	TC Tree Services	X	480.00		480.00
65	HMRC PAYE NI	26/06/2023		01 - Lloyds Treasurers		Tax / NI	HMRC	X	605.86		605.86
66	Pension Contributions	26/06/2023		01 - Lloyds Treasurers		Staff Pension	Suffolk County Council	X	1,160.96		1,160.96
70	Fete	28/06/2023		01 - Lloyds Treasurers		Line Marking Paint	Amazon	S	21.70	4.34	26.04
74	Community Infrastructure Le	29/06/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	S	215.43	43.09	258.52
74	General Maintenance Budget	29/06/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	X	14.69		14.69
74	General Maintenance Budget	29/06/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	S	45.10	9.02	54.12
71	Maintenance Officer Mileage	29/06/2023		01 - Lloyds Treasurers		Maintenance Officer Mileage	Phil Donoghue	X	82.35		82.35
74	Pavilion - Running Costs	29/06/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	S	3.58	0.72	4.30
72	Fete	29/06/2023		01 - Lloyds Treasurers		Fete BBQ Meat	PJ Mickelsen ltd	X	213.50		213.50
73	Office Cleaning and sundries	30/06/2023		01 - Lloyds Treasurers		Office cleaning	Heritage Cleaning	X	121.88		121.88
75	Office utility costs	03/07/2023		01 - Lloyds Treasurers		Office Electricity	British Gas	L	109.32	5.47	114.79
76	Fete	04/07/2023		01 - Lloyds Treasurers		Sum up machine	Toolstation Ltd	S	29.16	5.83	34.99
103	Fete	05/07/2023		01 - Lloyds Treasurers		Sum up test transaction	Pip Alder	X			
81	Community Infrastructure Le	10/07/2023		01 - Lloyds Treasurers		Benches	Earth Anchors Ltd	S	984.00	196.80	1,180.80
79	Greenspace Management Co	10/07/2023		01 - Lloyds Treasurers		Grass Cutting	CGM Group	S	605.35	121.07	726.42
83	General Maintenance Budget	10/07/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	X	23.69		23.69
84	Pavilion - Running Costs	10/07/2023		01 - Lloyds Treasurers		Batteries for Pavilion	Pip Alder	S	6.66	1.33	7.99
82	Fete	10/07/2023		01 - Lloyds Treasurers		Fete Entertainment	Ipswich Hospital Band	X	135.00		135.00
85	Fete	10/07/2023		01 - Lloyds Treasurers		Fete Posters	Tuddenham Press Ltd	S	30.00	6.00	36.00
86	Security Infrastructure	10/07/2023		01 - Lloyds Treasurers		CCTV Contract	Westrock CCTV Solutions	S	540.75	108.15	648.90
77	Risk Assessment - Trees	10/07/2023		01 - Lloyds Treasurers		Tree Assessment	AlisonK-Arbiculture	X	113.00		113.00
87	Pavilion - Running Costs	10/07/2023		01 - Lloyds Treasurers		Pavilion Cleaning	Spic n Span	X	405.00		405.00
78	Fete	10/07/2023		01 - Lloyds Treasurers		Fete Drinks	CF Reed	X	150.00		150.00
80	Fete	10/07/2023		01 - Lloyds Treasurers		Fete Entertainment	D Hanton	X	220.00		220.00
88	Pavilion - Electricity	14/07/2023		01 - Lloyds Treasurers		Pavilion Electricity	Octopus Energy	L	15.25	0.76	16.01
92	Office service / maintenance	17/07/2023		01 - Lloyds Treasurers		PAT Testing	PAT Test Plugs Ltd	S	61.00	12.20	73.20
89	Business rates	17/07/2023		01 - Lloyds Treasurers		Business Rates	Anglia Revenues - ESC	X	579.00		579.00
90	Member Expenses	17/07/2023		01 - Lloyds Treasurers		Expenses	D Darby	X	14.40		14.40
91	Fete	17/07/2023		01 - Lloyds Treasurers		Expenses	Carol Gradwell	S	235.20	47.04	282.24
91	Fete	17/07/2023		01 - Lloyds Treasurers		Expenses	Carol Gradwell	X	18.94		18.94

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90	Fete	17/07/2023		01 - Lloyds Treasurers		Expenses	D Darby	X	132.15		132.15
94	Dock Lane Planter	19/07/2023		01 - Lloyds Treasurers		Street Furniture License	Suffolk County Council	X	150.00		150.00
93	Dock Lane Planter	19/07/2023		01 - Lloyds Treasurers		Planter	Amberol Limited	S	397.65	79.53	477.18
99	Stationery and printing	20/07/2023		01 - Lloyds Treasurers		Stationery	Viking	S	59.39	11.88	71.27
99	Postage	20/07/2023		01 - Lloyds Treasurers		Stationery	Viking	E	9.20		9.20
95	Election Costs	20/07/2023		01 - Lloyds Treasurers		Uncontested Election Costs	East Suffolk Council	X	145.86		145.86
96	Staff Salaries	20/07/2023		01 - Lloyds Treasurers		Staff Salaries P4	Staff Salaries	X	3,622.02		3,622.02
97	HMRC PAYE NI	20/07/2023		01 - Lloyds Treasurers		Tax / NI	HMRC	X	605.86		605.86
98	Pension Contributions	20/07/2023		01 - Lloyds Treasurers		Staff Pension	Suffolk County Council	X	1,160.96		1,160.96
100	Telephone	24/07/2023		01 - Lloyds Treasurers		Office Telephony	Comms Unite	S	38.54	7.71	46.25
101	Telephone	25/07/2023		01 - Lloyds Treasurers		Office Broadband	Riduna Holdings Ltd	S	45.00	9.00	54.00
102	Office Cleaning and sundries	31/07/2023		01 - Lloyds Treasurers		Office cleaning	Heritage Cleaning	X	121.88		121.88
104	Office utility costs	02/08/2023		01 - Lloyds Treasurers		Office Electricity	British Gas	L	114.03	5.70	119.73
105	VAT	02/08/2023		01 - Lloyds Treasurers		VAT payment	HMRC	R		364.79	364.79
106	Greenspace Management Co	07/08/2023		01 - Lloyds Treasurers		Grass Cutting	CGM Group	S	269.43	53.89	323.32
109	Office service / maintenance	07/08/2023		01 - Lloyds Treasurers		Window Cleaning	TLC Domestic	S	37.50	7.50	45.00
107	Office service / maintenance	07/08/2023		01 - Lloyds Treasurers		Fire Extinguisher Service	Firepower	S	75.00	15.00	90.00
108	Office service / maintenance	07/08/2023		01 - Lloyds Treasurers		Fan replacement	MD Electrical Services	X	50.00		50.00
110	Suffolk Wildlife Trust Events	07/08/2023		01 - Lloyds Treasurers		Bat Box Donation	Woodbridge RSPB	X	25.00		25.00
112	Business rates	15/08/2023		01 - Lloyds Treasurers		Business Rates	Anglia Revenues - ESC	X	579.00		579.00
111	Pavilion - Electricity	15/08/2023		01 - Lloyds Treasurers		Pavilion Electricity	Octopus Energy	L	30.99	1.55	32.54
113	Telephone	22/08/2023		01 - Lloyds Treasurers		Office Telephony	Comms Unite	S	5.65	1.13	6.78
121	General Maintenance Budget	24/08/2023		01 - Lloyds Treasurers		Maintenance Officer Expenses	Phil Donoghue	S	55.22	11.04	66.26
122	Audit	24/08/2023		01 - Lloyds Treasurers		Audit	PKF Littlejohn LLP	S	1,365.00	273.00	1,638.00
119	Maintenance Officer Mileage	24/08/2023		01 - Lloyds Treasurers		Maintenance Officer Mileage	Phil Donoghue	X	58.05		58.05
120	Maintenance Officer Mileage	24/08/2023		01 - Lloyds Treasurers		Maintenance Officer Mileage	Phil Donoghue	X	22.05		22.05
123	Play Area Checks	24/08/2023		01 - Lloyds Treasurers		Playpark Inspection	The Play Inspection Compan	S	190.00	38.00	228.00
114	Pavilion - Running Costs	24/08/2023		01 - Lloyds Treasurers		Pavilion Cleaning	Spic n Span	X	391.50		391.50
115	Fete	24/08/2023		01 - Lloyds Treasurers		Fete Bins	East Suffolk Services LTD	S	100.00	20.00	120.00
117	HMRC PAYE NI	24/08/2023		01 - Lloyds Treasurers		Tax / NI	HMRC	X	1,312.14		1,312.14
116	Staff Salaries	24/08/2023		01 - Lloyds Treasurers		Staff Salaries P5	Staff Salaries	X	4,663.67		4,663.67
118	Pension Contributions	24/08/2023		01 - Lloyds Treasurers		Staff Pension	Suffolk County Council	X	1,608.02		1,608.02
124	Telephone	25/08/2023		01 - Lloyds Treasurers		Office Broadband	Riduna Holdings Ltd	S	45.00	9.00	54.00
125	Office Cleaning and sundries	30/08/2023		01 - Lloyds Treasurers		Office cleaning	Heritage Cleaning	X	121.88		121.88
126	Telephone	31/08/2023		01 - Lloyds Treasurers		Office Telephony	Ikonix Telecoms Ltd	S	62.87	12.57	75.44

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								<b>Total</b>	<b>63,627.32</b>	<b>2,846.11</b>	<b>66,473.43</b>