

Expenses/Extra Hours report, to 26 May 2022

Helen Johnson, Clerk to Appleton Wiske Parish Council

Date	Item	Hours (£10.63 per hour)	Received cost	Amount claimed
5 Apr 22	Training/S McDonell/agendas, minutes	2		21.26
10 May 22	Training/YLCA agendas, procedures	1.75		18.60
11 May 22	Training/S McDonell/Budgets, bookkeeping	2.75		29.23
12 May 22	Stationery		5.74	5.74
18 My 22	Training/YLCA/Induction for clerks	3.25		34.55
24 May 22	Print cartridge (colour)		32.94	32.94
<b>TOTAL CLAIMED</b>				<b>142.32</b>

Expense

£38.68 ✓  
4

2  
1.75  
2.75  
6.50

7 expenses to Helen paid,  
but not hours.  
Hours noted in June pay slip  
by TP Jones.



24 May 22

Print cartridge :

Most deliveries are arriving between 1-2 days after dispatch. However, please allow up to 5 days for delivery before contacting us. If you have paid for next day delivery, your order will arrive by courier on the next working day.

Dear Helen Johnson

Thank you for your order with [cartridgepeople.com](http://cartridgepeople.com). Your order may be split into multiple deliveries.

Order **GB220524-LA4835244** will be delivered to:

**Helen Johnson  
5, Hunters Ride  
Appleton Wiske  
Northallerton  
North Yorkshire  
DL6 2BD  
United Kingdom  
07866642974**

Item

Quantity

Unit Price

Line Price

input in bookkeeping  
9 June 22



HP 301XL Tri-Colour High Capacity  
Ink Cartridge (Original)  
Product Code: 8397

1

£29.99

£29.99

**Total Delivery Charge:**

£2.46

**Net Total:**

£27.45

**VAT:**

£5.49

**Total:**

£32.94

[VIEW ORDER HISTORY](#)

Yours sincerely

Cartridge People

Need help with your order? Contact our customer services team:

**Tel: 0203 001 0234**

**Email: [customerservice@cartridgepeople.com](mailto:customerservice@cartridgepeople.com)**

The Cartridge People Ltd

Unit 13 Orion Park,

University Way,

Crewe,

CW1 6NG



You are receiving this email because you are a Cartridge People customer.

Visit us at [www.cartridgepeople.com](http://www.cartridgepeople.com) or view our website [Terms and Conditions](#) or [Privacy Policy](#). Errors and Omissions Excepted. Please see the website for availability, up to date pricing and descriptions.

The Cartridge People brand is a Trademark brand in Europe and the UK operated under licence by The Cartridge People Ltd. Company Registration Number 08257316. Registered Office: The Cartridge People Ltd, Unit 13 Orion Park, University Way, Crewe, CW1 6NG.

Order acceptance policy: This order acknowledgement is not a contract and does not constitute an acceptance of your order, but only a record of your offer to purchase a particular item at a particular price. Please note that under the Consumer Contracts (Information, Cancellation, and Additional Charges) Regulations 2013, you are entitled to cancel your order 14 working days from the day after you receive your goods, for any reason. If you wish to cancel an order, please contact our Customer Service team.

Cartridge People does not supply products to wholesalers or resellers and reserves the right to cancel orders it believes are placed with the intent to resell.

Vat No  
←

250872112

## Bank account details

Change bank account details

No

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## Claim dates

Start date

1 April 2021

End date

31 March 2022

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## Submission type

Preferred invoice method

Upload a file summarising all the invoice details

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## Invoice details

Invoices file

VAT Return 202-2 PDF.pdf

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## VAT refund

Claim amount

£2,339.62



## Confirm details and send your claim

Full name

Mrs Susan Jean McDonnell

Email address

clerk@appletonwiske.com

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## Submission details



**Submission date**

12 May 2022 14:03

**Submission reference**

AFM7-XQP0-JS0X

**Submission mark**

fc19913fe83c5500cdab265825857256eed889e8257478b2eac81c2947148c0

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# YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Suite 16a, Tadcaster Enterprise Park, Commer House, Station Road, Tadcaster, LS24 9JF  
Telephone: 01937 228602 E-mail: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)

INVOICE No: 111-2223

To: Appleton Wiske Parish Council		Tax Point Date: 16 May 2022	
Quantity	Description	Unit Cost £	£
1	The Agendas, Power, Meeting Procedures and Policies Webinar session on 10 May  Helen Johnson	25.00	25.00
<b>Terms: 30 days. Please pay this invoice by 16 June 2022</b>			
Sub Total			25.00
TOTAL DUE			25.00

Please make cheques payable to  
"Yorkshire Local Councils Associations"  
BACS payments to  
Payment Account: 35219953 Sort Code: 050439

When making payments please quote the invoice number on all correspondence

*note - this has been paid on 25 May 2022*

~~JUNE~~ MAY



**YORKSHIRE  
LOCAL COUNCILS ASSOCIATIONS**

Suite 16a, Tadcaster Enterprise Park, Commer House, Station Road, Tadcaster, LS24 9JF  
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"Yorkshire Local Councils Associations"  
BACS payments to  
Payment Account: 35219953 Sort Code: 050439

When making payments please quote the invoice number on all correspondence

Paid on the 20 May 22 *HJ*

payment no. 239



In bookkeeping 9 June 22



**YORKSHIRE  
LOCAL COUNCILS ASSOCIATIONS**

Suite 16a, Tadcaster Enterprise Park, Commer House, Station Road, Tadcaster, LS24 9JF  
Telephone: 01937 228602 E-mail: admin@yorkshirelca.gov.uk

INVOICE No: 139-2223

To: Appleton Wiske Parish Council		Tax Point Date: 19 May 2022	
Quantity	Description	Unit Cost £	£
1	Induction for new clerks webinar session Wednesday, 18 May 2022  Helen Johnson	50.00	50.00
Terms: 30 days. Please pay this invoice by 19 June 2022			
Sub Total			50.00
TOTAL DUE			50.00

Please make cheques payable to  
"Yorkshire Local Councils Associations"  
BACS payments to  
Payment Account: 35219953 Sort Code: 050439

When making payments please quote the invoice number on all correspondence

✓ Paid online 9 Jun 22  
Payment ref 139-2223.

✓

Alverton press

- Newsletter.

- Thompsons sponsor

- pay Alverton

Then Thompsons donate

Input in Bookkeeping 9 June 22



# Alverton Press

## INVOICE

Alverton Press Ltd  
Unit 17  
Portland way  
Leeming Bar Industrial Estate  
Leeming Bar  
North Yorkshire  
DL7 9UH  
Tel: 01677 427436  
Email: accounts@alvertonpress.co.uk  
**VAT Reg No:** 984 1946 74

<b>Invoice No</b>	22471
<b>Invoice Date</b>	26/05/2022
<b>Order No</b>	
<b>Account Ref</b>	APP001

Sue McDonnell  
**Appleton Wiske Parish Council**  
5 Hunters  
Appleton Wiske  
Northallerton  
North Yorkshire  
DL6 2BD

Quantity	Description	Net Amt	VAT %	VAT
630	Queens Jubilee Leaflet A5 4pp x 250. Pudding Competition A5 x 250. Afternoon Tea Tickets x 80. Pub Quiz Tickets x 50	95.00	20.00%	19.00

*Paid online 9 June 22  
Payment no 244*

### Bank Details

Bank: Santander  
Sort Code: 09 07 20 ✓  
Account No: 06975283 ✓  
All remittances should be sent to  
Address: As above or  
Email: accounts@alvertonpress.co.uk  
**Payment Terms:** 30 Days Nett

<b>Total Net Amount</b>	£	95.00
<b>Total VAT Amount</b>	£	19.00
<b>Invoice Total</b>	£	114.00

**Co. Reg: 07118137**

*Input in bookkeeping 9 June 22*

<b>Customer</b> Appleton Wiske Parish Council	<b>Reference</b> May 22
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<b>Invoice Number</b> PTL-4160	<b>Invoice Date</b> 31/05/2022	<b>Due Date</b> 07/06/2022
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**Invoice Address**  
Appleton Wiske parish Council  
Willow End  
Front Street  
Appleton Wiske  
DL6 2SQ

**Delivery Address**  
Appleton Wiske parish Council  
Willow End  
Front Street  
Appleton Wiske  
DL6 2SQ

Description	Qty/Hrs	Price/Rate	Net Amount	% VAT	VAT	Total (£)
Grass cutting (09/05/22 23/05/22 30/05/22) (G23)	3.00	130.00	390.00	20.00	78.00	468.00

<b>Net Amount</b> 390.00 (£)	<b>VAT Amount</b> 78.00 (£)	<b>Total</b> 468.00 (£)
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VAT Rate	Net (£)	VAT (£)	Total (£)
Standard 20.00%	390.00	78.00	468.00

*✓*

**Terms and Conditions**  
Paving / Driveways  
Cleaning & Maintenance schedules are available on request.  
Please note that all materials on this invoice remain the property of PT Landscapes until payment is received in full.  
BACS payments to Santander,  
Account Name: P&I Tarrell t/a PT Landscapes  
Sort Code 09-01-28, ✓  
Account No. 57042885 ✓  
E & OE

*Payment No. 246  
paid online 9 June 22.*





JUNE

in bookkeeping June 21



West Rounton, Northallerton, North Yorkshire DL6 2LL  
01609 882355 jgwhitegates@aol.com

**Invoice** 1107

DATE/TAXPOINT	ACCOUNT NUMBER	YOUR ORDER No.
12/05/22		

INVOICE TO:

Appleton Wiske Parish  
Council

DELIVER TO:



SALESPERSON		DELIVERY DATE	DELIVERY VIA	F.O.B. POINT	TERMS
QUANTITY	UNIT	DESCRIPTION		UNIT PRICE	TOTAL
10x	Pots	upright red geraniums		£3.28	£32.80
20x	Pots	trailing red geraniums		£3.28	£65.60
20x	Pots	white bacopa		£2.00	£40.00
3x	Pots	dark blue bush lobelia		£3.50	£10.50
9x	bags	60 ltr Compost (3 for £16)			£48
1x		Slow release fertiliser			£6.99
1x		Aqua gel water retention crystals			£8.99
less 10% discount					-£21.29

Account No 50824364 ✓

Sort code 20-61-46 ✓

Paid online,  
9 June 22.  
(forgot balance ref  
- is 1035+104)  
Manufacture no  
216

To be paid with  
Appleton in Bloom money.

VAT REGISTRATION NUMBER  
546 941 026

AMOUNT	£159.66
VAT	£ 31.93
TOTAL	£191.59 ✓



FEB

clerk@appletonwiske.com

From: sue.mcdonnell102 <sue.mcdonnell102@btinternet.com>  
 Sent: 24 January 2022 17:58  
 To: Appleton Wiske PC  
 Subject: FW: flower tubs

2 tall G  
 2 trailing G  
 2 bacopa (short)

Sent from my Galaxy

----- Original message -----

From: sagolding68@gmail.com  
 Date: 23/01/2022 15:10 (GMT+00:00)  
 To: Sue McDonnell <sue.mcdonnell102@btinternet.com>  
 Subject: flower tubs

Invoice for June payment.

Dear Sue,

In my email to RH, I suggested upright scarlet geraniums, trailing scarlet geraniums, white trailing bacopa and dark blue bush lobelia. Just thought an early order might be best in case everyone has the same ideas! Still working for the PC! Anne

Ordered spots to Emma 21/2/22

1 tray Need 10 ~~8~~ upright scarlet geraniums ✓

2 x 8 + 2 about 18 each of trailing scarlet geraniums

tray of 15 ~~2~~ white trailing bacopa  
 + 3 ~~2~~ dark blue bush lobelia  
 18 2 x 9

about 66 basket plants altogether + 10 tall geraniums

need 9 compost this year = 76 plants

aqua gel ✓ fertiliser ✓  
basket plants

nicleodes Hunter's Ride x 2 tubs and  
sign near bridge

West Rounton, Northallerton, North Yorkshire DL6 2LL  
01609 882355 jgwhitegates@aol.com

DATE TAXPOINT	ACCOUNT NUMBER	YOUR ORDER No.
10/06/21		

VOICE TO:

Appleton In Bloom  
Appleton Wicks PC

DELIVER TO:

Sue

SALESPERSON	DELIVERY DATE	DELIVERY VIA	F.O.B. POINT	TERMS
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QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
7x		60ltr Compost	5 00	35 00
2x		Aqua Gel	5 99	11 98
1x		Slow Release Fert		6 99
1x	8	Geranium/Margueritte (Buy 7, get 1 free)		24 50
10x	PKS	Geranium (inc 2 free)	13 00	26 00
2x	15	Basket Plants (inc 6 free pots)	27 00	54 00
				158 47
		less 10%		(15 84)

VAT REGISTRATION NUMBER  
546 941 026

Paid 7/7/21  
inc VAT

AMOUNT	
VAT	
TOTAL	£142 63



*Appleton Wiske Parish Council*

Appleton Wiske Parish Council  
Willow End  
Front Street  
Appleton Wiske  
DL6 2AA

Tel 01609 881822 or 07789658837

e-mail clerk @ appletonwiske.com

Allotment holders Darryl and Peter  
Appleton Wiske

12<sup>th</sup> May 2022

**ALLOTMENTS RENT 2022/23**

1	Rental 1/4/22to 31/3/23	£ 2.70
<b>TOTAL</b>		<b><u>2.70</u></b>

Please pay by 30<sup>th</sup> April 2022. Cash, cheque or direct bank payment accepted.

If you pay by bank transfer please use your name as a reference.

BACS Payments to:-  
Santander Bank  
Sort Code 09-01-55  
Account no 51548703

Kind Regards

Mrs S J McDonnell

Clerk to Appleton Wiske Parish Council

16 May 22 £ 5.39 received by B.A.S. D Okey.





TESCO

NORTHALLERTON 2

any questions please visit  
[www.tesco.com/store-locator](http://www.tesco.com/store-locator)

WINE	*	£3.69
WINE	*	£6.00
RED WINE	*	£5.75
RED WINE	*	£3.75
WINE	*	£3.79
RED WINE	*	£5.25

TOTAL	£28.23
ORANGE JUICE	£1.35
TESCO CRISPS	£1.00
CHS SAVOURIES	£0.85
CRISPS	£0.99

TOTAL	£32.42
MULTIBUY SAVINGS	
TOTAL SAVINGS	-1.75
CC Red wine	-0.75
CC Wine	-1.00
TOTAL TO PAY	30.67
MASTERCARD SALE	£30.67

AID	: A0000000041010
NUMBER	: *****8415 ICC
PAN SEQ NO	: 02
AUTH CODE	: 024977
MERCHANT	: 81749221
CHANGE DUE	£0.00

CLUBCARD STATEMENT

Clubcard Number	*****30
Qualifying Spend	30.67
Points this Visit	30
Points balance	345

We are processing May Clubcard statement and your points balance is being reset. Any points collected from 05/05/22 onwards will be allocated to your next statement.

Get your statement by email, just login to [Tesco.com/account](http://Tesco.com/account) and tick email in your preferences.



9740 1041 1205 2212 2420 1401 9296 78

A chance to win a £1000 Tesco gift card  
and collect 25 Clubcard points.  
Visit [www.tescoviews.com](http://www.tescoviews.com) t's & c's apply

12/05/22 12:25 2967 019 1018 2014



SUE

Wine + nibbles for AM

£30.67

who does  
the money  
go to?

pay to Sue  
McDonnell.

Ac/ 20-56-74  
20621587

Payment No 21.  
Paid via 20 May 27  
Hj.

**Wickes**

Let's do it right

8399 Wickes Northallerton	
Unit A Yafforth Road Northallerton Tel : 01609 776223	DL6 2XG .
V A T	336 7258 81

10/05/22 11:19 02-3245

027 Till 2

Ultimate Shed&Fence Chestnut Brown SL  
253668 1 @ £5.00 5.00 a

SALE Total 5.00

**£5.00**

Mastercard 5.00-

Auth 011806  
Merchant : 2215794  
TerminalID : 0000000000000000

Card \*\*\*\*\*2669  
Contactless

Please debit my account with  
the amount specified

PLEASE RETAIN THIS FOR YOUR RECORDS

V.A.T. Breakdown  
a 5.00 @ 20.000% VAT 0.83  
Total VAT 0.83

Total No of Items:1



\*399023245100522\*

Wickes may ask for your personal details on refunds, this is to monitor and prevent against fraud. Data given will be used in accordance with our privacy policy. You are not obliged to provide your personal details to obtain a refund from Wickes.

How was your visit today?  
Let us know and  
you could win £250.  
Simply visit: [tellwickes.com](http://tellwickes.com)

clerk@appletonwiske.com

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**From:** derek@appletonwiske.com  
**Sent:** 10 May 2022 17:56  
**To:** clerk@appletonwiske.com  
**Cc:** Jackie McReddie; ken@appletonwiske.com; Michelle Thompson; Richard Hauserman; Richard Johnson; Shirley Duffield; 'Helen Johnson'  
**Subject:** Re: AM and PM Agendas

Hi Sue,

could you please add an agenda item under Finance. £5 for stain for the street signs from Wickes. I have a VAT receipt.

Could come out of the AIB pot.

Regards, Derek

On 2022-05-09 13:21, clerk@appletonwiske.com wrote:

Afternoon all,

Firstly you MUST bring your Declaration of acceptance of office and declaration of interest forms to next Monday's meeting. The former need to be signed by you and the new Clerk at the meeting then she will collect the Dec of interest forms, scan them in, and mail them to HDC and to Ken for the website.

Normal agenda to follow, probably tomorrow. Richard H and I have decided to revert to the old ways for the Parish Meeting and provide wine and nibbles. We hope that the PC will see this as normal expenditure and we can reclaim it but if not we will pay.

Ken we wondered if you could do a slide show of what the PC has achieved during the last year as I understand you used to do for the Parish Meeting.

Kind regards

Sue McDonnell

Clerk to Appleton Wiske Parish Council

Paid to MC.  
40-35-03 31/07/1572

Online 20 May 22. HJ

Payment N<sup>o</sup>. 208