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1st October 2018

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st August – 31st September 2018

August	Complete actions meeting 30 th July 2018	
2018	Update Village Notice Board various posters & Audit post	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 30 th July 2018	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
September	Update Village Notice Board	
2018	General Admin duties, post, replies etc.	
	Website updates – Meeting transparency obligations	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 8 th October 2018	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	Total hours 31@ 8.717 National Rate	£270.22
	Sundries/Expenses	
	Claim Reimbursement	
	Computer allowance claimed up to & including July, August, & September 2018	£10.00
	TOTAL	£280.22

Note no claims are made for times spend in travel to post office, bank etc.
 Use of telephone or for calls made, use of space and electricity due to working from home.
 I certify that I have worked the above hours and incurred this expenditure solely in the execution of my duties as clerk, and claim reimbursement.

Signed J. Poitevin

*Cheque
No. 442*