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 FB: Tissington and Lea Hall Parish Council

1<sup>st</sup> February 2019

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> December – 31<sup>st</sup> January 2019

December	Complete actions meeting 10 <sup>th</sup> December 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 10 <sup>th</sup> December 2018	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
January	Update Village Notice Board	
2019	General Admin duties, post, replies etc.	
	Website updates – Meeting transparency obligations	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 4 <sup>th</sup> February 2019	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	<b>Total hours 31@ 8.717 National Rate</b>	£270.22
Sundries/Expenses		
<b>Claim Reimbursement</b>		
Computer allowance claimed up to & including October, November, & December 2018		
	1. Black Ink Jet Cartridge	£42.99
	<b>TOTAL</b>	<b>£313.21</b>

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