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1st April 2019

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st February – 31st March 2019

February	Complete actions meeting 4 th February 2019	
2019	Update Village Notice Board various posters	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 4 th February 2019	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
	Preparation for Audit in April	
March	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 8 th April 2019	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	Extra Election duties	
	Total hours 31@ 8.717 National Rate	£270.22
	Sundries/Expenses	
	Claim Reimbursement	
	Computer allowance claimed up to & including January, February, & March 2019	£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