

Mrs Joanne Poitevin  
 3 Hall Cottages, Tissington, Ashbourne,  
 Derbyshire. DE6 1RA  
 01335 390277  
 e-mail [joanne.poitevin@w3z.co.uk](mailto:joanne.poitevin@w3z.co.uk)  
 Website: [tissingtonandleahallparishcouncil.weebly.com](http://tissingtonandleahallparishcouncil.weebly.com)  
 FB: Tissington and Lea Hall Parish Council

1<sup>st</sup> October 2016  
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> August – 30<sup>th</sup> September 2016

August		
2016	Complete actions meeting 22 <sup>nd</sup> August 2016	
	Update Village Notice Board post Audit report	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 22 <sup>nd</sup> August 2016	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates to meet end of year Transparency code	
	Financial: Prepare final requirements of Audit procedure	
September	Update Village Notice Board	
2016	General Admin duties, post, replies etc.	
	Website updates	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 3 <sup>rd</sup> October 2016	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	<b>Total hours 30@ 8.717 National Rate</b>	£261.51
Sundries/Expenses		
	1. 1 Ream of A4 White paper	£3.99
<b>Claim Reimbursement</b>		
	Computer allowance claimed up to & including July, August, September 2016	£10.00
<b>TOTAL</b>		<b>£275.50</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