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 FB: Tissington and Lea Hall Parish Council

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

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> February – 31<sup>st</sup> March 2016

February		
2016	Complete actions meeting 8 <sup>th</sup> February 2016	
	Update Village Notice Board post Audit report	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 8 <sup>th</sup> February 2016	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates	
March	Update Village Notice Board	
2016	General Admin duties, post, replies etc.	
	Financial duties general	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 4 <sup>th</sup> April & AGM 2016	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	VAT/Re-reimbursable exp/Rights of way maintenance claims	
	Website updates	
	<b>Total hours 30@ 8.344 National Rate</b>	£250.32
Sundries/Expenses		
	1. Printer Ink 2 x (black & colour)	£33.99
<b>Claim Reimbursement</b>		
	Computer allowance claimed up to & including Jan, Feb, March 2016	£10.00
<b>TOTAL</b>		<b>£294.31</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