

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

1st June 2016
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st April – 31st May 2016

April		
2016	Complete actions meeting 4 th April 2016	
	Update Village Notice Board post Audit report	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 4 th April 2016	
	Write Minutes for AGM Meeting 4 th April 2016	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates	
May	Update Village Notice Board	
2016	General Admin duties, post, replies etc.	
	Financial: Prepare and send Audit to Janice Jackson	
	Prepare Cheques for next meeting, Insurance, PPPF	
	Prepare for Meeting, minutes, agenda 6 th June 2016	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	Rights of way maintenance submitted for 2016	
	Website updates	
	Total hours 30@ 8.717 National Rate	£261.51
Sundries/Expenses		
	1. Registered post cost for Audit receipts to internal Auditor	£22.18
Claim Reimbursement		
Computer allowance claimed up to & including March 2016		
TOTAL		£283.69

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