

Mrs Joanne Poitevin
 3 Hall Cottages, Tissington, Ashbourne,
 Derbyshire. DE6 1RA
 07923 693055
 e-mail joanne.poitevin@w3z.co.uk
 Website: tissingtonandleahallparishcouncil.weebly.com
 FB: Tissington and Lea Hall Parish Council

1st August 2019

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st June – 31st July 2019

June	Complete actions meeting 10 th June 2019 inc Election work	
2019	Update Village Notice Board various posters	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 10 th June 2019	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
July	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 August 2019	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	Total hours 33@ 8.717 National Rate	£287.66
	Sundries/Expenses	
	Claim Reimbursement	
	1. 1 Black & 1 Colour ink cartridge for printer.	£33.50
	Computer allowance claimed up to & including April, May, & June 2019	
	TOTAL	£321.16

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