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1<sup>st</sup> August 2015  
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> June – 31<sup>st</sup> July 2015

|  |   |                |
|--|---|----------------|
| June   |   |                |
| 2015   | Complete actions meeting 22 <sup>nd</sup> June 2015               |                |
|  | Update Village Notice Board                                       |                |
|  | Check Dalc circulars, correspondence and e-mails                  |                |
|  | Prepare all payments & delivery                                   |                |
|  | Write Minutes for meeting 22 <sup>nd</sup> June 2015              |                |
|  | Check Dalc circulars, correspondence and e-mails                  |                |
|  | Check Financials, & general Filing duties                         |                |
|  | Website research  |                |
|  |   |                |
| July   | Update Village Notice Board                                       |                |
| 2015   | General Admin duties, post, replies, & Planning Permissions       |                |
|  | Financial duties general  |                |
|  | Prepare Cheques for next meeting                                  |                |
|  | Prepare for Meeting, minutes, agenda 24 <sup>th</sup> August 2015 |                |
|  | Check Dalc circulars, correspondence and e-mails                  |                |
|  | Deliver Paperwork to councillors for meeting                      |                |
|  |   |                |
|  |   |                |
|  | <b>Total hours 28@ 8.344 National Rate</b>                        | £233.63        |
| Sundries/Expenses  |   |                |
|  |   |                |
|  |   |                |
| <b>Claim Reimbursement</b>   |   |                |
| Computer allowance claimed up to & including April, May, June 2015 |   |                |
|  |   |                |
| <b>TOTAL</b>   |   | <b>£233.63</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