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 FB: Tissington and Lea Hall Parish Council

1<sup>st</sup> June 2018

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> April – 31<sup>st</sup> May 2018

|   |   |                |
|---|---|----------------|
| April   | Complete actions meeting 9 <sup>th</sup> April 2018 General and AGM |                |
| 2018  | Update Village Notice Board various posters                         |                |
|   | Check Dalc circulars, correspondence and e-mails                    |                |
|   | Prepare all payments & delivery                                     |                |
|   | Write Minutes for meeting 9 <sup>th</sup> April 2018                |                |
|   | Check Dalc circulars, correspondence and e-mails                    |                |
|   | Check Financials, & general Filing duties                           |                |
|   | Website updates with Audit information                              |                |
|   | Financial: Housekeeping   |                |
|   | Preparations for Audit to Internal and External Auditor             |                |
|   |   |                |
| May   | Update Village Notice Board   |                |
| 2018  | General Admin duties, post, replies etc.                            |                |
|   | Website updates – Meeting transparency obligations                  |                |
|   | Prepare Cheques for next meeting                                    |                |
|   | Prepare for Meeting, minutes, agenda 18 <sup>th</sup> June 2018     |                |
|   | Check Dalc circulars, correspondence and e-mails                    |                |
|   | Deliver Paperwork to councillors for meeting                        |                |
|   |   |                |
|   | <b>Total hours 31@ 8.717 National Rate</b>                          | £270.22        |
| Sundries/Expenses   |   |                |
| <b>Claim Reimbursement</b>  |   |                |
| Computer allowance claimed up to & including Jan, Feb, & Mar 2017 |   |                |
|   | 1. Post Internal Audit to Janice Jackson Special Delivery & Return  | £14.60         |
|   |   |                |
|   | <b>TOTAL</b>  | <b>£284.82</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