

Mrs Joanne Poitevin
 3 Hall Cottages, Tissington, Ashbourne,
 Derbyshire. DE6 1RA
 01335 390277
 e-mail joanne.poitevin@w3z.co.uk

1st April 2015
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st February – 31st March 2015

February		
2015	Complete actions meeting 9 th February	
	Update Village Notice Board	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 9 th February	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Check Dalc circulars, correspondence and e-mails	
March	Update Village Notice Board	
2015	General Admin duties, post, replies, & Planning Permissions	
	Financial duties, Precept Claim, Vat Claim,	
	EOY Financial Report preparation for Audit	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 9 th February 2015	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	Total hours 25@ 8.344 National Rate	£208.60
Sundries/Expenses		
	1. Black ink Cartridge	34.99
Claim Reimbursement		
Computer allowance claimed up to & including March		£10.00
TOTAL		£253.59

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