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

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

April		
2015	Complete actions meeting 20 <sup>th</sup> April 2015	
	Update Village Notice Board (Election notices)	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 20 <sup>th</sup> April General & AGM	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Prepare Audit for Internal verification	
	Actions required	
May	Update Village Notice Board (Election	
2015	General Admin duties, post, replies, & Planning Permissions	
	Financial duties general	
	Financial Report preparation for Audit (External) Grant Thorn	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 22 <sup>nd</sup> June 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		
	1. Postage expenses for Audit to Janice Jackson	7.25
	2. Postage expenses for Audit return to Grant Thornton	2.05
<b>Claim Reimbursement</b>		
Computer allowance claimed up to & including March		
	<b>TOTAL</b>	<b>£242.93</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