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1st August 2016
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st June – 31st July 2016

June		
2016	Complete actions meeting 6 th June 2016	
	Update Village Notice Board post Audit report	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 6 th June 2016	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates to meet end of year Transparency code	
	Financial: Prepare and send Audit to Grant Thornton	
July	Update Village Notice Board	
2016	General Admin duties, post, replies etc.	
	Website updates	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 22 nd August 2016	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	Total hours 30@ 8.717 National Rate	£261.51
Sundries/Expenses		
	1. Registered post cost for Audit receipts to External Auditor	£6.45
Claim Reimbursement		
	Computer allowance claimed up to & including April, May, June 2016	£10.00
	TOTAL	£277.96

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