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 FB: Tissington and Lea Hall Parish Council

1<sup>st</sup> July 2017  
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> April – 30<sup>th</sup> June 2017

April		
2017	Complete actions meeting 24 <sup>th</sup> April 2017	
	Update Village Notice Board various posters	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 24 <sup>th</sup> April 2017	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with AGM information	
	Financial: Housekeeping	
	Local council elections legal requirements	
May/June	Update Village Notice Board: Posted AGM meeting poster	
2017	General Admin duties, post, replies etc.	
	Website updates AGM information & yearly transparency info	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 24 <sup>th</sup> July 2017	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	General Election legal requirements	
	<b>Total hours 46@ 8.717 National Rate</b>	£400.98
Sundries/Expenses		
	1. Post audit to J Jackson	£7.25
	2. Return audit to clerk from J Jackson	£14.50
	3. Post audit to Grant Thornton	£2.40
	4. Black Printer Ink & Ream A4 White paper	£39.98
<b>Claim Reimbursement</b>		
	Computer allowance claimed up to & including April, May, & June 2017	£10.00
	<b>TOTAL</b>	<b>£465.11</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