

Mrs Joanne Poitevin
 3 Hall Cottages, Tissington, Ashbourne,
 Derbyshire. DE6 1RA
 01335 390277
 e-mail joanne.poitevin@w3z.co.uk
 Website: tissingtonandleahallparishcouncil.weebly.com
 FB: Tissington and Lea Hall Parish Council

1st September 2017
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st July – 31st August 2017

July		
2017	Complete actions meeting 24 th July 2017	
	Update Village Notice Board various posters	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 24 th July 2017	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with AGM information	
	Financial: Housekeeping	
August	Update Village Notice Board	
2017	General Admin duties, post, replies etc.	
	Website updates	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 4 th Sept 2017	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	General Election legal requirements	
	Total hours 31 @ 8.717 National Rate	£270.22
Sundries/Expenses		
Claim Reimbursement		
Computer allowance claimed up to & including April, May, & June 2017		
TOTAL		£270.22

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