

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

29th January 2018

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st November – 31st January 2018

November	Complete actions meeting 6 th November 2017	
December	Update Village Notice Board various posters	
2017	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 6 th November 2017	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
January	Update Village Notice Board	
2018	General Admin duties, post, replies etc.	
	Website updates	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 29 th January 2018	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	General Election legal requirements	
	Prepare Rights of Way Maintenance grant	
	Total hours 46@ 8.717 National Rate	£400.98
Sundries/Expenses		
Claim Reimbursement		
	Computer allowance claimed up to & including Oct, Nov, & Dec 2017	£10.00
	TOTAL	£410.98

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