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1st November 2017
 To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1st September – 31st October 2017

September		
2017	Complete actions meeting 4 th September 2017	
	Update Village Notice Board various posters	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 4 th September 2017	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
October	Update Village Notice Board	
2017	General Admin duties, post, replies etc.	
	Website updates	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 6 th November 2017	
	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 31 @ 8.717 National Rate	£270.22
Sundries/Expenses		
Claim Reimbursement		
Computer allowance claimed up to & including July, August, & Sept 2017		£10.00
1. Ink Cartridge		£37.99
TOTAL		£318.21

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