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 FB: Tissington and Lea Hall Parish Council

1<sup>st</sup> April 2018

To Tissington Parish Council

Clerk's timesheet and expenses claim form for period 1<sup>st</sup> February – 31<sup>st</sup> March 2018

February	Complete actions meeting 29 <sup>th</sup> January 2018	
2018	Update Village Notice Board various posters	
	Check Dalc circulars, correspondence and e-mails	
	Prepare all payments & delivery	
	Write Minutes for meeting 29 <sup>th</sup> January 2018	
	Check Dalc circulars, correspondence and e-mails	
	Check Financials, & general Filing duties	
	Website updates with Audit information	
	Financial: Housekeeping	
	Preparations for AGM meeting	
March	Update Village Notice Board	
2018	General Admin duties, post, replies etc.	
	Website updates	
	Prepare Cheques for next meeting	
	Prepare for Meeting, minutes, agenda 9 <sup>th</sup> April 2018	
	Check Dalc circulars, correspondence and e-mails	
	Deliver Paperwork to councillors for meeting	
	General Election legal requirements	
	Prepare Rights of Way Maintenance grant	
	<b>Total hours 31@ 8.717 National Rate</b>	£270.22
Sundries/Expenses		
<b>Claim Reimbursement</b>		
Computer allowance claimed up to & including Jan, Feb, & Mar 2017		£10.00
<b>TOTAL</b>		<b>£280.22</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