**Emna Diamant – Parish Clerk, Time Sheet for period 2nd April to 1st July 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Task** | **Hours** |
|  |  |  |  |
| 03/04/19 | 8.00am to 9.00am | Attend to e-mails and printing | 1.00 |
| 05/04/19 | 3.00pm to 4.00pm | Telephone discussion with Cllr Joyce re: Audit and actions | 2.00 |
| 08/04/19 | 9.00am to 10.00am | Prepare for meeting | 1.00 |
| 08/04/19 | 6.30pm to 8.30pm | Attend meeting | 2.00 |
| 09/04/19 | 9.00am to 12:00pm | Draft Minutes and actions from meeting | 3.00 |
| 10/04/19 | 6.30pm to 8.30pm | Actions from meeting | 2.00 |
| 11/04/19 | 10.00am to 11.00am | Amend minutes | 1.00 |
| 12/04/19 | 9.00am to 11:00pm | Preparing audit documents | 2.00 |
| 16/04/19 | 8.00am to 9.00am | Update cashbook, e-mails and payments | 1.00 |
| 17/04/19 | 4.00pm to 5.00pm | Discuss audit and HMRC with Linda, attend to actions | 1.00 |
| 18/04/19 | 11.00am to 12.00pm | Liaise with R Hall regarding insurance and get quotes | 1.00 |
| 23/04/19 | 8.00am to 10.00 am | Attend to e-mails and plan APM date after realising error | 2:00 |
| 28/04/19 | 8.00am to 10.00 am | APM agenda, plan send out e-mail  | 2:00 |
| 31/04/19 | 9.00am to 10.00am | Attend to emails, end of year cashbook | 1.00 |
| 03/05/19 | 4.00pm to 6.00 pm | Bank reconciliation, plan agenda, scan audit docs, attend to rights of way e-mails | 2:00 |
| 07/05/19 | 8.00am to 10.00 am | Check planning, complete and send out agenda and supporting papers | 2:00 |
| 09/05/19 | 9.00am to 11.00am | Call wilts council regarding planning application, contact auditor and actions, arrange quotes for swing repair | 2:00**(1.00)** |
| 13/05/19 | 8.00am to 9.00am | Prepare for meeting and prepare documents for meeting; remittance advice documents | 1:00 |
| 13/05/19 | 6.30pm to 8.30pm | Attend Meeting | 2.00 |
| 14/05/19 | 1.00pm to 4.00pm | Draft minutes and actions | 3.00 |
| 15/05/19 | 8.00am to 10:00 am | Actions from meeting, update cashbook, prep for Grantscape meeting, prepare summary for chairman APM | 2.00 |
| 16/05/19 | 2.00pm to 5.00pm | Meeting with Grantscape and actions | 3.00 |
| 17/05/19 | 7.30am to 8.00am | Work on planning response - transport | **1.00** |
| 20/05/19 | 4.00pm to 5.00pm | Meeting preparation APM | 1.00 |
| 20/05/19 | 6.30pm to 8.30pm | Attend APM  | 2.00 |
| 21/05/19 | 3.00pm to 5.00pm | Draft APM minutes and deliver paper audit docc | 2.00 |
| 22/05/19 | 8.00am to 10.00am | Draft APM minutes organise and pay for R Hall ins. | 2.00 |
| 28/05/19 | 8.00am to 9.00am | Planning response draft | **1.00** |
| 29/05/19 | 8.00am to 10.00am | Planning response draft and send, complete VAT claim | 2.00**(1.00)** |
| 31/05/19 | 10.00am to 12.00pm | Pick up audit papers, justify and complete AGAR, check new cashbook, read and actions audit response | 2.00 |
| 03/06/19 | 7.30am to 9.30 am | Emails, agenda and supporting papers, check planning, planning response re draft | 2.00**(1:00)** |
| 05/06/19 | 8.00am to 10.00am | Complete and send planning response | **2.00** |
| 10/06/19 | 8.00am to 9.00am | Prepare for meeting | 1.00 |
| 10/06/19 | 6.30pm to 8.30 pm | Attend meeting | 2.00 |
| 11/06/19 | 8.30am to 10.30 am | Draft minutes and actions from meeting | 2.00 |
| 17/06/19 | 8.00 am to 10.00am | Amend minutes, actions from meeting, emails | 2.00 |
| 21/06/19 | 8.00am to 11.00am | Start timesheet, contact highways, e-mail auditor, check account and ICO DD setup, stamp and ink, work on Grantscape documents | 3.00 |
| 24/06/19 | 8.00am to 10.00am | Check planning, Grantscape documents | 2.00 |
| 26/06/19 | 8.00am to 10.00am | Community energy fund documents, remittance advice, chase invoices | 2.00 |
| 30/06/19 | 8.00am to 9.00am | Check banking, complete cashbook. | 1.00 |
| 01/07/19 | 8.00am to 10.00am | Agenda and supporting documents. HMRC notification. | 2.00 |
|  |  |  |  |
|  |  | **Total hours worked** | **72.00** |

**Total hours worked will be 65 (13 weeks at 5 hours a week)**

**Additional hours worked on planning response in bold: 7**

72 hours @ 9.81 per hour = **706.32**

**Mileage**

08.04.19 28 miles @ 45p per mile

 13.05.19 28miles @45p per mile

20.05.19 28 miles @45p per mile

16.05.19 26 miles@45p per mile

10.06.19 28 miles@ 45p per mile

Total Mileage Claim miles 138 @ 45p =  **£62.10**

**Stamps**

1 x First Class Stamp - Zurich insurance

1 x First Class Stamp - WALC

1 x First Class Stamp - Manor Farm

1 x First Class Stamp - Internal auditor

4 x £0.67: **£2.68**

**Expenses**

Canon printer cartridge x1: **£15.48**

|  |  |
| --- | --- |
| **Salary** | **£706.32** |
| **Less Tax** | **£17.20** |
| **Net Salary** | **£689.12** |
| **½ Year working from home allowance** | **£127.50** |
| **Mileage** | **£62.10** |
| **Stamps** | **£2.68** |
| **Printer Cartridge** | **£15.48** |
| **Total Due** | **£896.88** |

**Please note not all time is not recorded as some telephone calls and emails are dealt with on an ad-hoc basis. No Charges for use of own mobile phone.**

**Signed: …………………………………………………………………………….. 08th July 2019**

 **Chairman, Councillor Jordan**