**Emna Diamant – Parish Clerk, Time Sheet for period 29th January to 1st April 2019**

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| --- | --- | --- | --- |
| **Date** | **Time** | **Task** | **Hours** |
|  |  |  |  |
| 29/01/19 | 4.00pm to 6.00pm | Handover from outgoing clerk | 2.00 |
| 31/01/19 | 9.00am to 10.00am | Prepare agenda and prep for meeting | 2.00 |
| 04/02/19 | 8.00am to 10.00am | Check agenda with L Roberts, amend. Check planning applications | 2:00 |
| 06/02/19 | 4.00pm to 6.00pm | Contact and Join SLCC, amend home insurance | 2.00 |
| 10/02/18 | 3.00pm to 5.00pm | Go through files from handover, prepare for meeting | 2.00 |
| 11/02/19 | 6.30pm to 8.30pm | Attend meeting | 2.00 |
| 12/02/19 | 8.00am to 11.00am | Draft Minutes of 15.1.18 meeting and actions from meeting | 3.00 |
| 18/02/19 | 11.00am to 11.30 am | Attending to actions – community energy fund | 0.50 |
| 18/02/19 | 11.00am t0 12.00pm | Amend draft minutes | 1.00 |
| 17/02/19 | 3.00pm to 5.00pm | Handover from outgoing clerk | 2.00 |
| 12/02/19 | 11.00am to 12.00pm | Administrating changeover of e-mail accounts | 1.00 |
| 21/02/19 | 8.00am to 9.00 am | Attending to actions – Goalposts | 1:00 |
| 22/02/19 | 10.00am to 11.00am | Countersigning bank variation and pick up laptop | 1.00 |
| 25/02/19 | 9.00am to 10.00am | Attending to actions – contact with Good Energy | 1.00 |
| 26/02/19 | 4.00pm to 5.30 pm | Check planning; liaise with L Roberts regarding bank details and bank statements | 1.50 |
| 01/02/19 | 10:00am to 11.00am | Visit bank to present identification | 1:00 |
| 04/03/19 | 8.00am to 10.00am | Prepare agenda; check planning, prepare supporting documents | 2:00 |
| 08/03/19 | 5.00pm to 7.00pm | Prepare for meeting and prepare documents for meeting; remittance advice. | 2:00 |
| 11/03/19 | 6.30pm to 9.00pm | Attend Meeting | 2.50 |
| 12/03/19 | 8.00am to 9.00 am | Minutes | 1.00 |
| 13/03/19 | 8.00am to 9.30 am | Minutes | 1.50 |
| 14/03/19 | 9.00am to 10.30am | Order goal posts /actions from meeting | 1.50 |
| 15/03/19 | 7.30am to 8.00am | Amend draft minutes | 0.50 |
| 20/03/19 | 4.00pm to 5.30pm | E-mail internal auditor and prepare documents for internal audit. | 1.50 |
| 21/03/19 | 1.00pm to 3.30pm | Update cashbook end of year, attendance register, e-mail planning, Gigaclear, grass contractor. | 2.50 |
| 26/03/19 | 5.00pm to 7.00pm | Update expenses over £100. Prepare salary and expenses. E-mail Gigaclear and planning. | 2.00 |
| 01/03/19 | 8.00am to 11.00am | Prepare Agenda, supporting documents and check planning applications. | 3.00 |
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|  |  | **Total hours worked** | **45.00** |

**Total hours worked will be 45 (9 weeks at 5 hours a week)**

45 hours @ 9.81 per hour = **441.45**

**Mileage**

11.02.1 28 miles @ 45p per mile

22.02.19 28miles @45p per mile

11.03.19 28 miles@ 45p per mile

Total Mileage Claim 84 miles @ 45p =  **£37.80**

**Stamps**

1 x First Class Stamp - Lloyds Bank

1 x First Class Stamp - Linda Roberts

1 x First Class Stamp - Emna Diamant SAE

3 x £0.67: £2.01

|  |  |
| --- | --- |
| **Salary** | **£441.45** |
| **Less Tax** | **£88.20** |
| **Net Salary** | **£353.25** |
| **½ Year working from home allowance** |  |
| **Mileage** | **£37.80** |
| **Stamps** | **£2.01** |
| **Total Due** | **£393.06** |

**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 Clerks own mobile phone.**

**Signed: …………………………………………………………………………….. 08 April 2019**

**Chairman, Councillor Jordan**