**Emna Diamant – Parish Clerk, Time Sheet for period 2nd July to 7th October 2019**

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| **Date** | **Time** | **Task** | **Hours** |
|  |  |  |  |
| 04/07/19 | 12.00pm to 2.00pm | Attend to e-mails, correspondence and banking | 2.00 |
| 05/07/19 | 8.00am to 9.00am | Complete remittance advices and cheques | 1.00 |
| 08/07/19 | 9.00am to 10.00am | Prepare for meeting | 1.00 |
| 08/07/19 | 6.30pm to 8.30pm | Attend meeting | 2.00 |
| 09/07/19 | 8.00am to 10.00am | Draft Minutes and actions from meeting | 2.00 |
| 09/07/19 | 3.00pm to 5.00pm | Daft planning responses and actions from meeting | 2.00 |
| 10/07/19 | 8.00am to 9.00am | Complete draft minutes | 1.00 |
| 13/07/19 | 8.00am to 8.30am | Finalise minutes | 0.30 |
| 15/07/19 | 3.00pm to 4.00pm | Good Energy e-mails and documents, attend to e-mails | 1.00 |
| 19/07/19 | 3.00pm to 4.00pm | Attend to e-mails, check plans for salt bin audit | 1.00 |
| 22/07/19 | 8.00am to 9.00am | Attend to e-mails and check planning | 1.00 |
| 22/07/19 | 2.00pm to 3.00pm | Contact and discuss options regarding county archive, check and update cashbook and banking | 1:00 |
| 24/07/19 | 9.00am to 11.00am | Confirm details with archive, check play safety regulations and discuss with insurer | 2:00 |
| 26/07/19 | 8.00am to 9.00am | Attend to emails, document storage and complete remittance advices | 1.00 |
| 29/07/19 | 8.00am to 9.00am | Attend to e-mails and correspondence | 1.00 |
| 30/07/19 | 3.00pm to 4.00pm | Complete bank reconciliation, complete cashbook check recent statements | 1.00 |
| 01/08/19 | 10.00am to 11.00am | Start budget monitoring for 209-20 year | 1.00 |
| 04/08/19 | 3.00pm to 5.00pm | Check planning, prepare agenda and supporting documents | 2:00 |
| 05/08/19 | 10.00am to 1.30pm | Empty filing cabinet, salt bin audit, send out agenda, attend to e-mails. | 3.30 |
| 09/08/19 | 3.00pm to 5.00pm | Meeting preparation, work on play area checklist | 2.00 |
| 12/08/19 | 7.00 am 8.00am | Attend to e-mails and finish meeting preparation, contact Gigaclear | 1.00 |
| 12/08/19 | 6.30pm to 8.30pm | Attend meeting | 2.00 |
| 13/08/19 | 9.00am to 11.00am | Draft minutes and actions | 2.00 |
| 19/08/19 | 8.00am to 11.00am | Order first aid kit and draft planning responses | 3.00 |
| 22/08/19 | 9.00am to 11.00am | Amend minutes, amend responses, re draft budget monitoring | 2.00 |
| 27/08/19 | 8.00am to 9.00am | Send planning responses, attend to e-mails, check banking | 1.00 |
| 30/08/19 | 7.00am to 9.00am | Attend to e-mails, complete cashbook, community fund documents and emails | 2.00 |
| 31/08/19 | 12.00pm to 1.00pm | Visit county archive Chippenham to deposit documents | 1.00 |
| 02/09/19 | 12.00pm to 2.00pm | Check planning, prepare and send agenda and supporting documents | 2.00 |
| 06/09/19 | 8.00am to 10.00am | Attend to e-mails, check banking, complete play area documentation, revise budget monitoring | 2.00 |
| 09/09/19 | 7.30am to 8.30 am | Attend to e-mails and meeting preparation | 1.00 |
| 09/09/19 | 6.00pm to 8.00pm | Attend meeting | 2.00 |
| 10/09/19 | 2.00pm to 4.00pm | Draft minutes and actions | 2.00 |
| 13/09/19 | 3.00pm to 4.00pm | Attend to e-mails and community fund applications | 1.00 |
| 23/09/19 | 10.00am to 11.00am | Telephone calls, attend to emails | 1.00 |
| 23/09/19 | 4.00pm to 5.00pm | Community fund actions, emails and correspondence | 1.00 |
| 24/09/19 | 9.00am to 10.00am | Planning e-mails and telephone calls and follow up | 1.00 |
| 25/09/19 | 8.00am to 10.00am | Attend to e-mails, draft and send e-mail to head of planning | 2.00 |
| 26/09/19 | 9.00am to 10.00am | Planning follow up, attend to emails check ICO payment and details | 1.00 |
| 27/09/19 | 10.00am to 11.00am | Revise budget monitoring document | 1.00 |
| 01/10/19 | 8.00am to 9.00am | Attend to emails, community fund actions, check end of month balances | 1.00 |
| 03/10/19 | 11.00am to 12.00pm | Start time sheet and expenses, amend cashbook | 1.00 |
| 04/10/19 | 8.00am to 9.00am | Contact insurer regarding footpath group and sids, contact Grantscape regarding funding details amend community fund documents | 1.00 |
| 07/10/18 | 1.00pm to 3.00pm | Prepare agenda and supporting documents, HMRC input data | 2.00 |
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**Total hours worked will be 65 (14 weeks at 5 hours a week minus one week holiday)**

65 hours @ 9.81 per hour = **£637.65**

**Mileage**

08.07.19 28 miles @ 45p per mile

05.08.19 28miles @45p per mile

08.08.19 28 miles @45p per mile

09.09.19 28 miles@45p per mile

Total Mileage Claim miles 112 @ 45p =  **50.04**

**Stamps**

1 x First Class Stamp - Home front ltd

**£0.70**

|  |  |
| --- | --- |
| **Salary** | **£637.65** |
| **Less Tax** | **£0.00** |
| **Net Salary** | **£637.65** |
| **½ Year working from home allowance** |  |
| **Mileage** | **£50.40** |
| **Stamps** | **£0.70** |
| **Total Due** | **£688.75** |

**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: …………………………………………………………………………….. 14th October 2019**

**Chairman, Councillor Jordan**