**Linda Roberts – Parish Clerk, Time Sheet for period January – February 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Task** | **Hours** |
| 06.01.19 | 12 noon – 5.15pm | Agenda Preparation |  5.25 |
| 17.1.18 | 5.00pm - 7.45pm | Interviews for Parish Clerk |  2.75 |
| 23.10.19 | 4.00pm – 6.00pm | Start Handover with Emna |  2.00 |
| 3.2.19 -16.2.19 | 3.00pm – 5.00pm | Assisting with Agenda preparation and complete Handover with Emna |  2.00 |
|  |  | **Total hours worked** | **12.00** |

**Total hours worked 11**

12 hours @ £20.27 per hour = **£243.24**

**Mileage** for attendance at interview

Total Mileage Claim 56 miles @ 45p =  **£25.20**

|  |  |
| --- | --- |
| **Salary** | **243.24** |
| **Less Tax** |  **48.60** |
| **Net Salary** | **194.64** |
| **Mileage** |  **25.20** |
| **Printing** |  |
| **Special Delivery charges for return of cheque books to Councillor B Joyce** |  **14.00** |
| **Total Due** | **233.84** |

**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.**

**Due to the circumstances I did not keep a record of what was printed to have not made a claim.**

**I have not taken all leave due (10 out of 27) and am not claiming for the outstanding.**

**Signed: …………………………………………………………………………….. 11th March 2018**

 **Chairman, Councillor Jordan**