

Linda Roberts – Parish Clerk, Time Sheet for period 13.11.17 – 31.3.2018

Date	Task	Time	Total Hours
13.11.17	Attendance at Parish Council Meeting	6.00pm-8.30pm	2.5
13.11.17	Actions from meeting, planning responses	9.45pm-11.00pm	1.75
18.11.17	drafting minutes, correspondence, emails	10.00am-12.30pm	2.50
19.11.17	check with good energy applications and Benefits in kind position. Play Equipment Order, check delivery and installation. CATG meeting, Parish Steward work. Contract.	2.00pm-5.00pm	3
19.11.17	HMRC register as employer and set up payroll	4.00pm- 5.30pm	1.5
Total Hours for Month			11.25
1.12.17	Drafting agenda items, finalising contract of employment	8.00am – 9.30am	1.5
02.12.17	Preparing agenda, draft budget, Attending to emails and correspondence	12.30pm-5.00pm	4.50
11.12.17	Attendance at Parish Council Meeting	6.00pm-8.15pm	2.25
11.12.17	Emails, drafting minutes, action log	9.00pm-11.30pm	2.50
Holiday 22-31 Dec			3
Total hours for Month			13.75
8.1.18	Attendance at Parish Council Meeting	6.00pm-8.15pm	2.25
8.1.18	Drafting Minutes	9.00pm-11.10pm	2.00
24.1.18	Attending to emails, drafting Standing Orders and Financial Regulations	11.15pm-5.15pm	6

24.1.18	Drafting Grievance and Disciplinary Procedure	7.15pm-10.35pm	3.25
31.1.18	Obtaining quotes for goal posts	10.00am-11.00am	1
2.2.18	Drafting agenda	4.00pm-5.00pm	1
Total hours for Month			15.50

6.2.18	Incorporating amendments to Standing Orders and Financial Regs	10.00am-11.30am	1.5
12.2.18	Attendance at Parish Council Meeting	6.00pm-8.45pm	2.75
13.2.18	Drafting Minutes, Actions from meeting,	2.30pm-6.30pm	4
18.2.18	Letters and reading background to Appleford objection of certificate of lawfulness.	11.30am-2.00pm	2.5
20.02.18	Letter objecting to Marsh Farm Application	11.00-12.30	1.5
Total hours for Month			12.25

4.3.18	Preparing Agenda, Financial Risk Management, publication scheme, Corporate governance questionnaire Community Fund Applications	2.00pm-7.30pm	5.50
5.3.18	Internal Audit Preparation of papers	2.00pm-3.00pm	1
9.3.18	Internal Audit Preparation liaising with Internal Auditor	3.00pm-4.00pm	1
12.3.18	Preparation for meeting, Community Fund Emails and phone calls	9.00am- 1.00pm	4.5
12.3.18	Pre-planning meeting and meeting with Bidwells	5.00pm-6.30pm	1.50
12.3.18	Attendance at Parish Council Meeting	6.30pm – 8.35pm	2.00

12.3.18	Drafting Minutes	9.30pm-11.30pm	2.00
15.3.18	Actions from meeting Emails, cheque to AW Services Order for playground signs	7.30pm-8.30pm	1
16.3.18	Attending to emails throughout The day	9.00am – 5.30pm	1
Total hour for month			19.5

13.11.18 – 31.3.18 - 21 weeks at 3 hours per week = 63 hours

Actual hours worked 72.25 = 9.25 extra hours

Hourly rate = £19.87 x 72.25 = £1,435.60

Home Working Allowance = £375.00 per year, Nov 17 – March 18 - 5 months of home working allowance = £156.25

Mileage - attendance at 5 Parish Council meetings November, December, January, February and March

5 trips of 56 miles = 280 miles@ 45p per miles = £126.00

Signed: **Dated:** 9th April 2018.....
Chairman, Councillor Mrs Jordan