**Linda Roberts – Parish Clerk, Time Sheet for period October - December 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Task** | **Hours** |
| 06.10.18 | 4.00pm – 5.30pm | Amend Agenda and prep for meeting |  1.50 |
| 15.10.18 | 6.00pm – 8.30pm | Attend Meeting |  2.50 |
| 15.10.18 | 9.00pm – 11.00pm | Draft Minutes of 15.1.18 meeting and actions from meeting |  2.00 |
| 27.10.18 | 5.00pm – 5 30pm | Amend draft minutes |  0.50 |
| 05.11.18 | 7.00pm – 9.00pm | Draft Agenda |  2.00 |
| 07.11.18 |  2.30pm – 3.00pm | Amending Agenda |  0.50 |
| 12.11.18 |  2.00pm – 3.00pm | Prep for meeting |  1.00 |
| 12.11.18 |  6.00pm - 8.00pm | Attend Meeting |  2.00 |
| 12.11.18 |  9.00pm – 11.00pm | Draft Minutes and attend to actions |  2.00 |
| 02.12.18 | 5.00am – 10.00am | Draft Agenda, update cashbook, checking planning applications, prepare salary, draft budget |  5.00 |
| 10.12.18 |  | Prepare for meeting |  |
| 10.12.18 |  | Attend Meeting |  |
| 10.12.18 |  | Draft Minutes and attend to actions |  |
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|  |  |  |  |
|  |  | Assist with recruitment of new clerk |  |
|  |  | Handover to new clerk |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 21.12.18 | 31.12.18 | Leave | 3 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total hours worked** |  |

**Total hours worked will be 39 (13 weeks at 3 hours per week)**

39 hours @ £20.27 per hour = **£790.53**

**Mileage**

8.10.18 56 miles @ 45p per mile

 12.11.18 56 miles @45p per mile

10.11.18 56 miles@ 45p per mile

Total Mileage Claim 168 miles @ 45p =  **£75.60**

**Printing**

15 Agenda papers x 3 meetings

20 Minutes x 3 meetings

 8 Remittance Advice

 3 Time sheet and HMRC (payslip)

 47 copies at 25p per copy = **£11.75**

**Stamps**

1 x First Class Stamp - Play Safety

1 x First Class Stamp - A W Services – Grass cutting

1 x First Class Stamp - Community HeartBeat Trust

3 x .65p = **£1.95**

|  |  |
| --- | --- |
| **Salary** | **£790.53** |
| **Less Tax** | **£158.00** |
| **Net Salary** | **£632.53** |
| **½ Year working from home allowance** | **£ 39.53** |
| **Mileage** | **£ 75 .60**  |
| **Printing** | **£ 11.75**  |
| **Stamps** | **£ 1.95**  |
| **Total Due** | **£ 725.36** |

**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: …………………………………………………………………………….. 10th December 2018**

 **Chairman, Councillor Jordan**