

Clerk Salary and Tax					
Apr-20					
Date	Hours	Work carried out	Rate	Amount	
04-Apr	0.75	E-mails	£ 13.00	£	9.75
05-Apr	0.50	Preparing Zoom for test meeting	£ 13.00	£	6.50
06-Apr	0.50	Test Zoom with Adrian	£ 13.00	£	6.50
06-Apr	1.00	Zoom test meeting	£ 13.00	£	13.00
07-Apr	2.00	Finalise year end accounts.	£ 13.00	£	26.00
07-Apr	0.50	Obtain Zoom licence and set up planning group	£ 13.00	£	6.50
08-Apr	1.00	Draft agenda and year end accounts supporting doc	£ 13.00	£	13.00
08-Apr	1.00	Planning group meeting on Zoom	£ 13.00	£	13.00
09-Apr	1.50	Agenda to website and e-mails	£ 13.00	£	19.50
12-Apr	3.00	Updating website and e-mailing councillors	£ 13.00	£	39.00
13-Apr	0.50	Contacting Terry Griffiths	£ 13.00	£	6.50
15-Apr	1.00	Update accounts and circulate with working group stuff	£ 13.00	£	13.00
16-Apr	3.50	Parish Council and set up.	£ 13.00	£	45.50
20-Apr	1.50	E-mail follow ups Mark Hadley etc & submit planning response	£ 13.00	£	19.50
20-Apr	1.00	Draft minutes	£ 13.00	£	13.00
21-Apr	0.50	Redraft e-mail to Mark Hadley from responses	£ 13.00	£	6.50
23-Apr	3.00	Complete draft of minutes + e-mails	£ 13.00	£	39.00
23-Apr	0.50	HSBC & HMRC letters e-mailed to Linda Dunn	£ 13.00	£	6.50
27-Apr	1.00	E-mail draft minutes + working group proposal + zoom meeting	£ 13.00	£	13.00
28-Apr	1.50	Zoom Finance group meeting	£ 13.00	£	19.50
28-Apr	0.50	Draft new notes to accompany year end accounts	£ 13.00	£	6.50
29-Apr	1.00	Letter to J Pugiley and contact HC re Whitehall Road	£ 13.00	£	13.00
			£ 13.00	£	-
			£ 13.00	£	-
			£ 13.00	£	-
Total Hours		27.25		£	354.25
			TAX @ 20%	£	70.85
			Net Pay	£	283.40

