

Clerk Salary and Tax						
May-20						
Date	Hours	Work carried out	Rate		Amount	
04-May	3.50	Scanning accounts -draft agenda-setting up zoom meeting	£	13.00	£	45.50
04-May	0.75	Redraft agenda and send out info from HALC	£	13.00	£	9.75
06-May	0.50	E-mails and preparing audit documents	£	13.00	£	6.50
06-May	1.00	Zoom planning group meeting	£	13.00	£	13.00
06-May	1.50	Scanning in and sending audit documents to HALC	£	13.00	£	19.50
07-May	1.00	Audit documents to HALC and insurance quote to councillors	£	13.00	£	13.00
08-May	1.50	Agenda and documents sent and put on website	£	13.00	£	19.50
08-May	0.50	Send and post more documents and invitation to William W	£	13.00	£	6.50
11-May	0.75	Set up zoom meeting and e-mail details and spreadsheet	£	13.00	£	9.75
12-May	0.75	Set up new councillors group on outlook send AGAR forms	£	13.00	£	9.75
13-May	1.00	E-mails re meeting on working groups etc	£	13.00	£	13.00
14-May	1.00	Responding to John Smart e-mails and composing PROW letter	£	13.00	£	13.00
14-May	3.00	Parish Council	£	13.00	£	39.00
18-May	4.00	E-mails and responses and draft minutes	£	13.00	£	52.00
18-May	1.00	Prepare and deliver cheques minutesand AGAR forms to Chairman	£	13.00	£	13.00
19-May	1.00	Revise accounts set up Zoom meetings and e-mail attendees	£	13.00	£	13.00
20-May	0.50	E-mails and submit planning responses	£	13.00	£	6.50
22-May	1.50	Finance Admin & Comms group meeting	£	13.00	£	19.50
26-May	1.50	E-mails and amending draft minutes	£	13.00	£	19.50
26-May	1.50	Carry out actions from Finance meeting and draft the agenda	£	13.00	£	19.50
28-May	1.00	Finalise agenda and update accounts	£	13.00	£	13.00
			£	13.00	£	-
			£	13.00	£	-
			£	13.00	£	-
			£	13.00	£	-
			£	13.00	£	-
Total Hours		28.75			£	373.75
					TAX @ 20%	£ 74.75

Net Pay	£	299.00
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