

Clerk Salary and Tax					
Jun-20					
Date	Hours	Work carried out	Rate		Amount
01-Jun	0.50	E-mails	£	13.00	£ 6.50
02-Jun	0.75	Update website and e-mails	£	13.00	£ 9.75
03-Jun	1.50	Send more documents & e-mail Terry Griffiths	£	13.00	£ 19.50
04-Jun	2.75	Parish Council	£	13.00	£ 35.75
06-Jun	1.00	Sending e-mails Mark Hadley and re SID plus planning submissions online	£	13.00	£ 13.00
06-Jun	0.50	Amend May minutes write cheques and deliver to Chairman.	£	13.00	£ 6.50
08-Jun	3.00	Draft June minutes and send out to councillors	£	13.00	£ 39.00
08-Jun	1.00	Audit report from HALC - examination of the report & e-mail working group	£	13.00	£ 13.00
08-Jun	0.50	Complile expenses and print invoices	£	13.00	£ 6.50
09-Jun	1.00	Revising AGAR forms and bank reconciliation for audit	£	13.00	£ 13.00
10-Jun	1.75	Finance group audit and agenda meeting	£	13.00	£ 22.75
10-Jun	1.00	Updating accounts on website & examining SID invoice.	£	13.00	£ 13.00
11-Jun	1.00	Draft and send response to HALC internal audit.	£	13.00	£ 13.00
11-Jun	0.75	Put May signed minutes on website post 3 cheques out.	£	13.00	£ 9.75
18-Jun	1.00	E-mails draft letters and update accounts	£	13.00	£ 13.00
19-Jun	1.00	Post revised letter to The Weston Cross & e-mails re BBLP letter.	£	13.00	£ 13.00
22-Jun	1.00	Draw up policies shedule with review dates and update policies on the website	£	13.00	£ 13.00
25-Jun	2.00	Finance Admin & Comms meeting	£	13.00	£ 26.00
25-Jun	0.50	Draft agenda	£	13.00	£ 6.50
25-Jun	1.00	Draft and send agenda	£	13.00	£ 13.00
26-Jun	2.00	Prepare and post documents to website for meeting & put on single e-mail.	£	13.00	£ 26.00
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			£	13.00	£ -
			£	13.00	£ -
Total Hours		25.50		£	331.50
				TAX @ 20%	£ 66.30

Net Pay	£	265.20
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