	А	В	С	D	E	F	G	Н	1	J	К	L
1		0/6/23 not recor					-					
2				te is 13.45 p	er hour							
3	20/06/2023		Prepare and publish agenda									
4	27/06/2023		eeting									
5	28/06/2023			utes, follow	up to ROSPA	. updating we	bsite					
6	28/06/2023		Preparing minutes, follow up to ROSPA, updating website Phone calls and emails relating to play equipment inspection									
7	29/06/2023		dealing with emails and phone calls relating to Brian's presentation and ordering the item, collecting money etc									
8	29/06/2023		emails regarding insurance to playing field, circulating to councillors, collating responses, replying to insurance company									
9	30/06/2023		emails and phone calls regarding playing field matting and grass cutting problems, drafting agenda and sending to chair									
10	03/07/2023		emails and booking David and Jenny on course									
11	07/07/2023		responding to external auditor with breakdown of accounts									
12	10/07/2023		responding to emails re insurance and writing to insurance company/Brian's present									
13	12/07/2023		aying field vi					ing, snan s pi	coenc			
14	15/07/2023				ating to playi	ng field						
15	11/08/2023					<u> </u>						
16	14/08/2023		Banking/correspondence/website updates Dealing with correspondence with external auditor									
	14/08/2023		one call wit									
18	15/08/2023				ee/ordering (	radle seat						-
	17/08/2023		admin re finance committee/ordering cradle seat prepare agenda and summary of accounts									
20	18/08/2023		collate emails and prepare application for CVS scheme									
21			yment of bil			2. 0.0 50101	-					
	22/08/2023				n uploads and	payment						
23	23/08/2023		External auditor conclusion uploads and payment Meeting with chairman to set agenda and follow ups									
24	24/08/2023		nance comm									
	28/08/2023			enda and do	cuments							
	29/08/2023				sending out a	genda						
	01/09/2023				F & S commi							
28	04/09/2023		nails, bank p									
29	07/09/2023	5 me	eetings									
30	08/09/2023	4 we	ebsite/minu	tes/follow u	ps etc							
31	09/09/2023	0.5 ag	genda update	es/website								
32	11/09/2023	0.5 em	nails, updati	ing website								
33	12/09/2023	2 ne	ewsletter/we	ebsite updat	es							
34	14/09/2023	0.5 ne	ewsletter/en	nails/agenda	a							
35	17/09/2023	0.5 we										
36	18/09/2023	1 De	elivering new	vsletters								
37	22/09/2023			and to S Bu	nney to arran	ge meeting						
38	26/09/2023		eeting									
39	27/09/2023				enda/follow							
40	29/09/2023					oking training	, paying invoi	ces				
41	30/09/2023				calls, emails							
42	01/10/2023		Preparing accounts and report for finance committee + bills and general admin     admin/meeting with Stephen Bunney									
43	02/10/2023					L	Ļ					
44	09/10/2023					ing budget et	c)					
45	10/10/2023			e and accour								
	11/10/2023			chairman re	budget							
47	12/10/2023		djusting budg									
	13/10/2023			n Paul Strong								
	16/10/2023			chairman an								
	19/10/2023			accounts ar	-							
	29/10/2023			es to website								
	30/10/2023		U	e (budget se	0,							
	02/11/2023		meeting re helicopter and follow ups Finance committee meeting Finance committee meeting									
54	09/11/2023	2 Fin	nance comm	intee meetii	IR							
55 56		72 +-+	tal hours sim	00 22/E/22	24 wools +-	10th Novers	or					
56		72 total hours since 23/5/23     24 weeks to 10th November       48 hours contracted time     48 hours contracted time										
57		24	hours over	time @ 14.70		u acteu time						
20		24	Filouis overt	e @ 14./(	0 - 332.00			1			1	