

CODDENHAM PARISH COUNCIL

Agenda Paper



Thursday 18th April 2019

Report to Council

Item 10. To **RECEIVE** a report on Staff Timesheets.

Cllr Burgess has provided copies of proposed models for staff timesheets. Council are asked to consider these and to advise the HRWG on the appropriate model to employ in future staff appraisals.

TIMESHEET

Week Commencing:.....

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
PC Agendas, minutes etc							
PC Parishioner queries							
PC Councillor queries							
PC Finances							
PC Other							
Hall Agendas, minutes etc							
Hall Queries							
Hall finances							
Hall Charity issues							
Hall Other							

Total time spent each day for each category, rounded to nearest 10 mins

TIMESHEET

Week Commencing:.....

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Booking enquiries							
Showing Around Hall							
Invoices							
Booking Other							
Updating calendar							
Fire Testing							
Caretaker Other							

Insert total time spent each day for each category, rounded to nearest 10 mins

Coddenham Parish Council

Cllr Burgess also provided a copy of Cllr Peacock's preferred option which opens a spreadsheet with three tables, one of which appears to be blank, the other two have the following headings:

Table 1

Date	Start time	Finish time	Duty	Total time

Peter Whitehouse

Parish Clerk