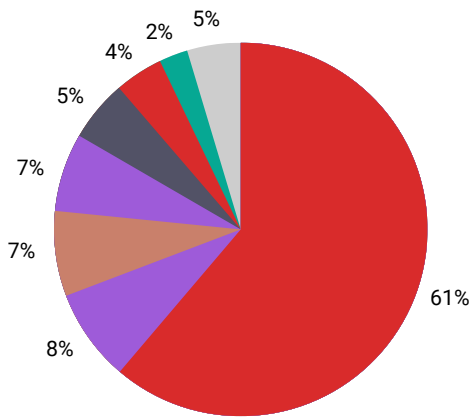
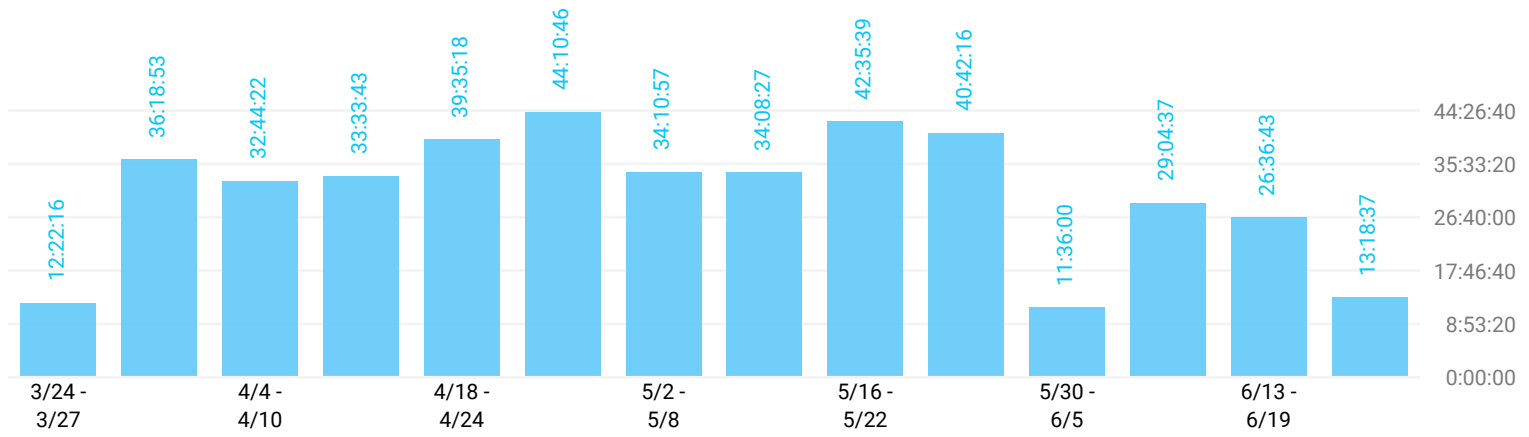


Summary Report

03/24/2022 – 06/21/2022

TOTAL HOURS: 430:58:34

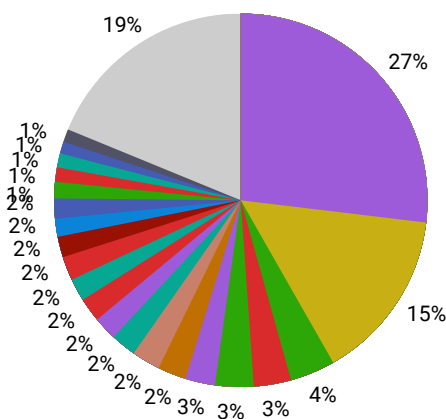


PROJECT

- Admin
- ANNUAL LEAVE
- Finance
- BANK HOLIDAY
- CiLCA
- Meetings
- NDP
- Other projects

DURATION

- 263:38:40
- 34:48:00
- 31:50:15
- 29:00:00
- 22:56:15
- 18:16:29
- 10:12:45
- 20:16:10



TIME ENTRY

- Correspondence
- Leave
- Post meeting tasks
- Agenda prep
- Jubilee
- Internal audit prep
- F&GP agenda prep
- Invoices
- Research
- Unit 2
- Meeting prep
- AGAR
- Agenda Council
- LO8
- Filing
- Council

DURATION

- 116:06:53
- 63:48:00
- 16:45:15
- 14:07:21
- 14:06:49
- 11:09:20
- 10:41:04
- 10:28:39
- 9:31:32
- 9:06:41
- 8:56:11
- 8:32:39
- 8:25:44
- 7:36:18
- 7:20:56
- 7:00:00

● Laptop issue	6:15:11
● Minutes	5:35:02
● Meeting actions	5:00:19
● Various LO's with buddy	4:47:52
● Internal audit	4:24:22
● Other time entries	81:12:26

PROJECT - TIME ENTRY

DURATION

PERCENTAGE

PROJECT - TIME ENTRY	DURATION	PERCENTAGE
● Admin	263:38:40	61.17%
Actions update	0:06:52	0.03%
Agenda Council	8:25:44	1.96%
Agenda prep	14:07:21	3.28%
Assets	0:46:28	0.18%
Attendance check	0:08:23	0.03%
Banking	3:04:06	0.71%
BT Issue	1:10:36	0.27%
Budget	0:19:09	0.07%
Cheque	0:11:15	0.04%
Contract costs	0:40:08	0.16%
contracts	2:11:19	0.51%
Correspondence	108:39:18	25.21%
Discuss contracts	0:29:11	0.11%

PROJECT - TIME ENTRY	DURATION	PERCENTAGE
Document management	1:53:26	0.44%
Email costs review	1:43:51	0.4%
Errands jubilee, audit, boards project, fete	2:27:31	0.57%
F&GP agenda prep	10:41:04	2.48%
F&GP meeting prep	3:42:49	0.86%
Fete car parking	1:11:00	0.27%
Filing	7:20:56	1.71%
HMRC	1:44:26	0.4%
Housekeeping	0:35:02	0.14%
Invoices	10:28:39	2.43%
Jubilee	14:06:49	3.27%
Laptop issue	6:15:11	1.45%
Lengthsman report	0:13:04	0.05%
Lost property	0:54:07	0.21%
Meeting actions	5:00:19	1.16%
Meeting contractors/partners village green, lamp painting; meter reading cemetery	1:35:13	0.37%
Meeting mins	2:41:06	0.62%

PROJECT - TIME ENTRY

DURATION

PERCENTAGE

PROJECT - TIME ENTRY	DURATION	PERCENTAGE
Meeting prep	8:56:11	2.07%
Meeting prep Council	2:55:48	0.68%
Meeting prep f&gp	2:00:00	0.46%
Minutes	5:06:42	1.19%
Minutes FGP	2:15:26	0.52%
Missing VAS	0:30:43	0.12%
Parish Meeting prep	0:29:57	0.12%
Payments	0:26:26	0.1%
Payments issue	0:50:47	0.2%
Phone/Po BOX BGM	1:00:35	0.23%
Post meeting tasks	16:45:15	3.89%
Printing meeting papers for CO'Donnell	0:22:23	0.09%
Research Assarts drainage	1:38:17	0.38%
Retrieving VAS	0:46:11	0.18%
Stationery	0:48:18	0.19%
Vacancy	1:11:11	0.28%
VAS to cemetery	0:35:00	0.14%

PROJECT - TIME ENTRY	DURATION	PERCENTAGE
VAT reclaim	1:21:04	0.31%
Wells News	2:44:03	0.63%
● ANNUAL LEAVE	34:48:00	8.07%
Leave	34:48:00	8.07%
● BANK HOLIDAY	29:00:00	6.73%
Leave	29:00:00	6.73%
● Cemetery	1:07:49	0.26%
Admin/Management	0:36:00	0.14%
Burial issue	0:11:45	0.05%
Chasing up missing burial slip	0:06:04	0.02%
Enquiry	0:14:00	0.05%
● CiLCA	22:56:15	5.32%
L01	1:25:24	0.33%
L08	7:36:18	1.76%
Unit 2	9:06:41	2.11%
Various LO's with buddy	4:47:52	1.11%

PROJECT - TIME ENTRY

DURATION

PERCENTAGE

● Fete	3:25:42	0.8%
Admin	0:33:45	0.13%
Bookings	0:15:00	0.06%
Correspondence	1:18:02	0.3%
letters	1:03:46	0.25%
Letters	0:15:09	0.06%

● Finance	31:50:15	7.39%
AGAR	8:32:39	1.98%
AUDIT	1:20:58	0.31%
Audit	0:18:24	0.07%
Budget	0:53:26	0.21%
EOY Prep	1:27:06	0.34%
External audit	0:19:54	0.08%
Internal audit	4:24:22	1.02%
Internal audit prep	11:09:20	2.59%
Natwest	1:19:10	0.31%
Reporting	2:04:56	0.48%

PROJECT - TIME ENTRY

DURATION

PERCENTAGE

● Fruitlands land ownership	7:57:20	1.85%
Correspondence	3:07:02	0.72%
Research	4:50:18	1.12%
● Gas Lamps	5:50:07	1.35%
contract	2:22:40	0.55%
Contract	0:25:52	0.1%
Contractor meeting	2:19:32	0.54%
Correspondence	0:22:00	0.09%
Holywell missing tops	0:20:03	0.08%
● Meetings	18:16:29	4.24%
Council	7:00:00	1.62%
Council and Annual Parish	2:49:00	0.65%
Council extra	1:55:00	0.44%
F&GP	2:35:00	0.6%
Fete car park	0:00:22	
Fete car parking	0:33:00	0.13%
Fete car parking wgp	0:39:08	0.15%

PROJECT - TIME ENTRY

DURATION

PERCENTAGE

Fete wgp	1:25:02	0.33%
Gas lamps wgp	0:51:37	0.2%
Minutes	0:28:20	0.11%
● NDP	10:12:45	2.37%
Correspondence	2:40:31	0.62%
Research	4:41:14	1.09%
Review	2:51:00	0.66%
● Planning	1:15:50	0.29%
Admin	0:56:35	0.22%
Responses	0:19:15	0.07%
● Website	0:39:22	0.15%
Page management	0:39:22	0.15%