

PARISH PLAN VOLUNTARY TIME CONTRIBUTIONS CLAIM FORM

1. THIS FORM RELATES ONLY TO TIME GIVEN VOLUNTARILY
2. THIS FORM MUST BE SUBMITTED WITH CLAIM FORM
3. SEE NOTES ON REVERSE FOR GUIDANCE ON COMPLETION

Name of Village /Parish Plan : _____

Non professional time contributed voluntarily

Task Undertaken	No. of people involved in work	Numbers of people days/hours contributed i.e. no of days hours donated in total per task	Value (please see worked example)
	Total no:	Total people days/ hours :	Sub Total £

Professional time contributed voluntarily

Work Undertaken	Name of donor/ type of business	Numbers of days/hours donated per donor	Value (please see worked example)
		Total days/ hours :	Sub Total £
			TOTAL £

I certify that the above contributions are a true record and have been made in respect of the Northumberland Parish Plan

Signed

Date

A worked example of how a claim form should be completed

Professional advice provided voluntarily - £150 per day (£18.75 per hour)

Volunteer labour (adults) - £50 per day (£6.25 per hour)

Non professional time contributed voluntarily

Task Undertaken	No. of people involved in work	Numbers of people days/hours contributed i.e. no of days hours donated in total per task	Value (see notes)
Production of parish plan:			
1 st meeting for workshop	10	20 hours	£125.00
2 nd meeting for workshop organisers	7	14 hours	£87.50
delivering consultation draft	4	8 hours	£50
	Total no:	Total people days/ hours : 42	Sub Total £ 262.50

Professional time contributed voluntarily

Work Undertaken	Name of donor/ type of business	Numbers of days/hours donated per donor	Value (see notes)
Photography	Mr Lichfield	13 hours	£243.75
Artist	Mr Rembrandt	5 hours	£93.75
		Total days/ hours : 17 hours	Sub Total £ 337.50
			TOTAL £ 600

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