**The Gardens Trust**



70 Cowcross Street, London EC1M 6EJ
Phone: (+44/0) 207 608 2409

Email: enquiries@thegardenstrust.org

####

**STRATEGIC DEVELOPMENT OFFICER HOURS: WORK TIME SHEET**

**(excluding extra projects)**

**Employed 10.5 hours**

**STAFF NAME: Linden Groves**

**Week starting Monday 27th Month January Year 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Activity** | Total Hours  |
| Monday | NLHF office and home | NLHF meeting, meeting prep, SDS list | 5 |
| Tuesday | Home | Call with Jim, Chairs Meet Up, News | 2 |
| Wednesday |  |  |  |
| Thursday | Home | Ting dissertation, Channel 5, LWE | 2 |
| Friday | Home | SDS strategy, filing | 1.5 |
| Sat/Sun |  |  |  |
|  |  |  TOIL b/fwd: +6 +/- TOIL accrued/used: 0 = TOIL c/fwd : GT owes LG 6 hoursTotal Hours . | 10.5 |

**Signed as a correct and true record (Staff)………………….Linden Groves…. Noted (Line Manager)………………………………**

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####

**HISTORIC LANDSCAPE PROJECT OFFICER: WORK TIME SHEET**

**(excluding training outside of work hours)**

**HLPO NAME: Tamsin McMillan**

**Week starting Monday 9th Month December Year 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Activity** | Total Hours  |
| Monday | Home | HLP report for Cons Comm, Assembly summary of expenses, Hort week article checking for Linden, meeting planning with ATF and WT, Bristol Meet Up follow up | 6 |
| Tuesday | London | Cons Comm meeting | 7 |
| Wednesday | Home |  |  |
| Thursday | Home | LWE course promotion, Bristol meet up follow-up, Hort Week response re Assembly | 6 |
| Friday | Home |  |  |
| Sat/Sun | Home |  |  |
|  |  |  TOIL b/fwd: +55 +/- TOIL accrued/used: -5.5 = TOIL c/fwd +49.5Total Hours . | 19 |

**Signed as a correct and true record (HLPO)………TVA McMillan……………. Noted (Line Manager)………………………………**

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**HISTORIC LANDSCAPE PROJECT OFFICER: WORK TIME SHEET**

**(excluding training outside of work hours)**

**HLPO NAME: Tamsin McMillan**

**Week starting Monday 18th Month November Year 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Activity** | Total Hours  |
| Monday | Home | Nov time sheets and expenses, WT/ATF meeting prep, GOGLE, Bristol Meet Up feedback | 6 |
| Tuesday | Home |  |  |
| Wednesday | Home | Emails | 1 |
| Thursday | Home | Emails, reading GT business plan, Cons Comm action points | 3 |
| Friday | Home |  |  |
| Sat |  |  |  |
|  |  |  TOIL b/fwd: +49.5 +/- TOIL accrued/used: +17.5 TOIL c/fwd +62Total Hours . | 41.5 |

**Signed as a correct and true record (HLPO)………TVA McMillan……………. Noted (Line Manager)………………………………**

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**HISTORIC LANDSCAPE PROJECT OFFICER: WORK TIME SHEET**

**(excluding training outside of work hours)**

**HLPO NAME: Tamsin McMillan**

**Week starting Monday 25th Month November Year 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Activity** | Total Hours  |
| Monday | Home | Brent follow-up, Notts GT, Bristol Meet Up bookings | 3 |
| Tuesday | Home | Arranging staff Christmas meal, GOGLE, Brent follow-up | 2 |
| Wednesday | Home | *No work today – went to hospital with Dad for his operation* |  |
| Thursday | Birmingham | Sharing Repton event, BMI | 11 |
| Friday | Home | Bristol Meet Up | 2 |
| Sat/Sun |  |  |  |
|  |  | TOIL b/fwd: +62 +/- TOIL accrued/used: -6.5 TOIL c/fwd +55.5Total Hours . | 18 |

**Signed as a correct and true record (HLPO)………TVA McMillan……………. Noted (Line Manager)………………………………**

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####

**HISTORIC LANDSCAPE PROJECT OFFICER: WORK TIME SHEET**

**(excluding training outside of work hours)**

**HLPO NAME: Tamsin McMillan**

**Week starting Monday 28th Month October Year 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Activity** | Total Hours  |
| Monday | Home | 1 DAY TOIL TAKEN AS HOLIDAY (so only doing 2.5 days/17.5 hrs this week) |  |
| Tuesday | Home | Emails, Assembly admin, Meet Up bookings, Q2 report for HE | 4 |
| Wednesday | Home | Q2 report for HE, Chester Meet Up | 5 |
| Thursday | Home | Emails, Brent workshop, Assembly | 3 |
| Friday | Home | Brent workshop – poster, Eventbrite etc; Chester Meet Up, filing, Assembly | 6 |
| Sat/Sun |  |  |  |
|  |  | TOIL b/fwd: +14 +/- TOIL accrued/used: -7 TOIL c/fwd +7Total Hours . | 18 |

**Signed as a correct and true record (HLPO)………TVA McMillan……………. Noted (Line Manager)………………………………**