



## Upwood and the Raveleys Parish Council

### Appraisal of Mr. Clive Edwards, Cemetery Officer. August 2018

Clive's job description and contract date from 2003. He is employed for one hour a week and his objectives are:

- Maintain general tidiness of cemetery.  
Clive continues to maintain the cemetery to a good standard and the cemetery continues to provide a pleasant setting for visitors.
- Ensure dead flowers are removed.  
Clive has a good awareness of which graves receive regular visitors and which do not. He removes flowers when necessary. This is a sensitive matter.
- Ensure rubbish is put out for collection by District Council.  
The bins are always ready for collection and returned to the cemetery shortly after. Arrangements are in place for holiday cover.
- Notify clerk of any work required by contractors (grass cutting, hedge trimming etc.).
- Notify clerk of any breach of cemetery regulations.  
Communication between the cemetery officer and the clerk is informal but effective. Both live in close proximity to the cemetery and meet often enabling any issues to be resolved quickly.

#### Aspirations for future management of the cemetery:

The work of the volunteer team to clear overgrowing vegetation in old part of the cemetery in the spring of 2017 was hugely successful. Since then ivy and brambles have been allowed to return and would benefit from further clearance. Both agreed that graves in the new part of the cemetery with stone surrounds or those which have been planted would also benefit from the attention of a volunteer working party to keep them tidy.

Clive agreed to refurbish the bench in the autumn or spring.

#### Training Requirements:

It was agreed that there is no requirement for training at this time.

Clive is content with his current terms and conditions of employment. He confirmed that he does not wish to join the parish council's pension scheme but understands that he may change his mind at any time.

Clive continues to provide a crucial service to the parish council and to cemetery visitors. Should the parish council wish to recognise this with an increase in salary, it could offer one additional spine point backdated to take effect from 01 August 2018.

Clive is currently on NJC scale point 13: £9.01/hour (rising to £9.55 in April 2019) which equates to £468.74/year (rising to £496.63 in April 2019). An award of one spine point would equate to £9.16/hour (rising to £9.74 in April 2019), an increase of £9.85 per year.



Carol Bilverstone, Parish Clerk  
01 August 2018