



Upwood and the Raveleys Parish Council

Appraisal of Mr. Clive Edwards, Cemetery Officer. July 2016

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. A
Clive continues to maintain the cemetery to a good standard.
- Ensure dead flowers are removed. A
Clive has a good awareness of which graves receive regular visitors and which do not. He removes flowers when necessary. All agreed that this is a sensitive matter.
- Ensure rubbish is put out for collection by District Council. A
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.). A
- Notify clerk of any breach of cemetery regulations. A
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 bench discussed in last year's appraisal has been refurbished and is ready to be sited in the new part of the cemetery (this is awaiting action from a parish councillor).

All agreed that the proposed volunteer working party planned to address the overgrowing vegetation in the churchyard should extend to the old part of the cemetery (which is an extension of the churchyard). In particular the ivy and brambles should be removed from the gravestones and long grass trimmed within the kerbed graves.

Training Requirements:

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

Councillor Paxton and the parish clerk noted that Mr Edwards continues to provide a crucial service to the parish council and to cemetery visitors. They recommend that his salary be increased by one spine point and backdated to take effect from 01 August 2016.

He is currently on NJC scale point 11: [redacted]/hour which equates to [redacted]/year rising to [redacted]/hour or [redacted]/year from 01 April 2017. An increase of one spine point would equate to [redacted]/hour equivalent to [redacted]/year rising to [redacted]/hour or [redacted]/year from 01 April 2017.

Jo Paxton, Parish Councillor
Carol Silverstone, Parish Clerk
11 July 2016

C. Silverstone
[Signature]