



## Upwood and the Raveleys Parish Council

### Appraisal of Mr. Clive Edwards, Cemetery Officer. July 2017

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. He took an active role working with the volunteer team to clear ivy and brambles from the old part of the cemetery. Clive refurbished a bench which had been stored in the chapel of rest and this is sited to provide views across the cemetery and neighbouring fields. All agreed that the cemetery is well cared for and provides 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. All agreed that 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:

All agreed that the work of the volunteer team to clear overgrowing vegetation in old part of the cemetery has been beneficial and that this should continue from time to time. Clive will continue to maintain the bench. The cemetery gates need some attention. Clive has adjusted them as far as possible. The clerk will ask for advice from Councillor Edwards regarding their maintenance and repair.

#### 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 2017.

Clive is currently on NJC scale point 12:

Jo Paxton, Parish Councillor  
Carol Silberstone, Parish Clerk  
19 July 2017