



Hale Parish Council

Employment practice and procedure

1. Terms and conditions of employment

- 1.1 The Council will adhere to its Equality and Diversity policy when employing staff.
- 1.2 The Council employs one part time Clerk / RFO.
- 1.3 The Clerk will be paid at least the legal minimum wage per hour or above for approximately 10 hours a week. The salary will be reviewed annually in September.
- 1.4 The Council will pay towards the Clerk's Broadband connection, all telephone calls connected with Parish work, postage and stationery requirements.
- 1.5 The hours to be worked at the Clerk's discretion but some of the hours must be worked during normal working hours.
- 1.6 Travelling allowance for Council business, in and out of Parish, will be the same as the agreed Councillor's allowance.
- 1.7 The Council will encourage training for the Clerk in accordance with the Training and Development policy and reviewed at the annual and interim appraisals.
- 1.8 Parishioners can contact the Clerk weekdays between the hours of 9am – 5pm.

2. Job description

- 2.1 Organising the Parish Council meetings and the Annual Parish Assembly i.e. booking Hale Village Hall for the year, agree agenda with the Chairman, agenda to be put on Parish notice boards and website and given to Councillors at least 3 working days before the meeting. Take the Minutes.
 - All the administrative and financial work concerned with the Council.
 - Monitor implemented policies.
 - Notes of the meetings to be submitted to Hale & Woodgreen Community & Parish Magazine and put on the Council's website after the Chairman's approval.
 - Keeping the accounts in a manner to comply with the Financial Regulations 2019 and subsequent amendments to the Regulations. Liaise with the Internal Auditor. Prepare records for audit purposes and VAT. Carry out careful administration of the Council's finances.
 - Ensure the Council carries out an annual risk assessment.
 - Ensure that the Council is adequately insured.
 - Administering to the running of Hale Cemetery i.e. dealing with the funeral directors, the relatives of the deceased, keeping the Cemetery plan up to date, recording data in all the registers of purchase of graves, burials and erection of monuments, issuing Grants of Exclusive Rights of Burial and marking the graves for burial and erection of memorials with a Councillor.
 - Liasing with the Caretaker/groundsman of Hale Cemetery and preparing the cheques for payment of work done.
 - Putting the Cemetery refuse out from **1 October to the following 31 March** and purchasing the green trade sacks from New Forest District Council.
 - Check the Cemetery on a regular basis.

8. Additional information

For further information, please contact Amanda Johnson, Clerk and Proper Officer.

9. Review Date March 2023

10. Amendment Record

Version 1: April 2012
Version 2: March 2021