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## Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org), 01623-626857

WEDNESDAY, 28 APRIL 2021

## Summons:

You are summoned to a meeting of Clipstone Parish Council which will be held online on Tuesday, 04 May 2021 at 19.00.

LOGIN – please follow [this link](#):

<https://us02web.zoom.us/j/82573877866?pwd=QVAyaU93YTkrU29PUGRIUENTUXJwZz09>

Meeting ID: 825 7387 7866

Passcode: R5?Xu9

One tap mobile

+441314601196,,82573877866#,,,,\*679211# United Kingdom

If you cannot connect to the internet you can join the meeting by phoning one of these numbers for an audio connection. Your phone provider may charge you for this call. Dial by your location

+44 131 460 1196 United Kingdom	+44 203 051 2874 United Kingdom
---------------------------------	---------------------------------

Meeting ID: 825 7387 7866

Passcode: 679211

Signed

*Belina Boyer*

Clerk to the Council

# AGENDA

CPC21-88 To elect a chair for the 2021-22 municipal year and suspend the meeting for the elected chair to sign their declaration of acceptance of office.

CPC21-89 To receive and resolve to approve apologies for absence.

CPC21-90 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items

CPC21-91 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.

CPC21-92 To review and adopt Standing Orders based on the most recent NALC recommended model.

CPC21-93 To review and adopt Financial Regulations based on the most recent NALC recommended model.

CPC21-94 To review Terms of Reference and membership of

- a) The Personnel Committee
- b) The Assets Committee

CPC21-95 To resolve to defer the review of the following documents to a later meeting:

- Insurance arrangements
- Asset register
- Review of council's/staff subscriptions to other bodies (NALC/SLCC)
- Complaints procedures
- Policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
- Media Policy
- Employment Policies and Procedures

CPC21-96 To review the representation on or work with external bodies and arrangements for reporting back.

CPC21-97 To review members interests for all current members.

CPC21-98 To receive and approve the minutes of the previous Clipstone Parish Council meeting and sign these as a true record.

CPC21-99 To consider the purchase of a mobile filtration unit for the meeting room at a cost of up to £350 to improve air circulation and quality when returning to face-to-face meetings

CPC21-100 Finance

Due to the early date of this May meeting financial reports to 30 April 2021 may not be available in time for the meeting. They were not available at the time of setting the agenda.

- To review invoices for payment approve the payment schedule for May/June and sign it.
- To appoint a councillor other than the chairman to verify bank reconciliations in accordance with financial regulations.

CPC21-101 To note the Tree survey report.

CPC21-102 To note correspondence from the council's solicitor.

CPC21-103 To consider restructuring the staff profile and recruiting to the vacancy of parish worker and caretaker (deferred from April meeting).

CPC21-104 To note correspondence as previously circulated.

CPC21-105 To receive items for Notification to be included on next meeting's agenda. (for information only).

CPC21-106 To confirm date and of next scheduled meeting for Wednesday 23 June 2021 at 19.00 at the village hall.

## CLIPSTONE PARISH COUNCIL

# TERMS OF REFERENCE – PERSONNEL COMMITTEE

---

## DELEGATED POWERS

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

## POWERS SPECIFICALLY DELEGATED TO THE PARISH CLERK

1. Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
2. The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
3. To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

## PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business eg 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda.

The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1. To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts
3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details

7. To discuss a matter of commercial sensitivity

## **PERSONNEL COMMITTEE**

### **Terms of Reference**

1. Membership shall comprise three members, none of whom shall be the Parish Chairman, or the Vice Chairman.
2. Three Members shall constitute a quorum.
3. To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council.
4. To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
5. To establish and regularly review personnel policies and procedures including staff appraisal.
6. To determine and monitor appointment procedures.
7. To convene an Appeals Committee if and when required.
8. To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities in staffing matters.

### **Delegation of Power**

#### **1. To the Committee**

- 1.1. Items included in paragraphs 3, 4, 5, and 6 above.
- 1.2. To annually review staffing levels and make recommendations to the Parish Council.
- 1.3. To receive annual reports on staff appraisals.
- 1.4. To review and agree a matrix system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.

#### **3.0 To the Parish Clerk**

- 3.1. To ensure that all staff undertake an effective induction programme.
- 3.2. To assess training and

# Terms of Reference: Assets Committee

## 1. Membership

- Membership of The Committee is open to all Councillors of Clipstone Parish Council (CPC) only.
- The Committee is to be made up of at least three members of the CPC but must not exceed six.
- Quorum for a meeting will be a minimum of three.

## 2. Meetings

- The Committee will agree a Schedule of Meetings at its first meeting.
- The committee will elect a chairman and vice-chair at its first meeting.

## 3. Voting

- Clipstone Parish Council Members who are not Assets Committee members may attend meetings but shall not vote.
- Non-members of the committee/council may participate in the debate at the express permission of the committee chairman.

## 4. Accountability

- The draft minutes of the committee meeting will be made available to the following Full Council Meeting if possible.
- In the absence of draft minutes the Chairman of the committee will provide a written report to Full Council.

## 5. Rights & Powers

The Committee will have delegated powers to:

- spend limited to precept budget headings with regard to assets listed in section (6). The Committee is not permitted to exceed its given budget. Any virements to the overall Council budget may only be approved by full Council.
- Any purchases or contracts not covered by the approved or vired budget must be referred back to the CPC for consideration and resolution

- To set policy on the management of all assets in Section 6..
- To oversee the risk assessments and health & safety procedures for workers, visitors and contractors in the Council's facilities.
- To review the cemetery and hire fees annually.
- To invite all councillors to assets inspections at least once a year.
- To carry out the initial hearing on any formal complaint or appeal concerning council assets.
- To carry out consultations, feasibility studies, to determine best use for assets listed in section (6).
- To obtain sufficient information, drawings and specifications to enable quotations to be obtained for any and all modifications to assets listed in section (6).
- To apply for any and all funding required allowing modifications to assets listed in section (6).
- To put in place management schemes for sustainability of all assets mentioned in section (6).
- To recommend to full Council long term leases (not exceeding 25 years) of assets to local charities on a peppercorn basis.

## 6. Assets list

- CPC Village Hall, Church Road
- Clipstone Cemetery
- Land owned or leased by Clipstone Parish Council.
- The former Squash and Sauna Centre
- The future lease of part of the Clipstone Miners Welfare Complex. (The name for this is to be defined)

## 7. Working methods / ways of working:

- The Committee may set up, working groups for the fulfilment of its obligations contained herein, Members of the working groups may be made up of Councillors, members of the public, professional persons and other interested parties.
- Any Working Parties must be given a defined scope and must also report back to the Assets Committee any and all of their respective findings or recommendations. All recommendations for decision must be included the committee agenda.
- The Committee will be responsible for ensuring a collaborative, coordinated approach for public events and occasions, with other local charities, community groups and organizations.

## 8. Delegated Powers

- The Parish Clerk will advise members whether or not a particular item under discussion is within the Committee delegated powers. The minutes will then record

the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council.

- In any case where a Committee Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

#### **a. Powers specially delegated to the Parish Clerk**

- Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
- The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
- To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.
- The Clerk has delegated authority to approve expenditure up to £2000 within the agreed annual budget for assets covered in section (6).
- To authorise the interment of bodies and cremated remains.
- To authorise the re-open of a grave.
- To authorise the purchase of Exclusive Rights of Burial.
- To authorise the placement of a memorial in the cemetery
- To deal with minor complaints
- To authorise any day to day expenditure for the maintenance of council assets as well as annual maintenance and servicing.

#### **b. To the Clerk and Chairman of the Committee**

- Standing Orders regarding delegated powers for decisions of an urgent nature apply



## 2021-22 Payment Schedule May 2021

<b>CASH POSITION</b>				<b>£</b>
NatWest Current Account			30-Apr	<b>213,588.64</b>
<b>Method</b>	<b>Ref</b>	<b>Supplier</b>	<b>Description</b>	<b>Total</b>
<b>DD</b>	<b>4101023877</b>	NSDC	Non-Dom cemetery per month	60.00
<b>STO</b>	<b>43037</b>	NSDC	Rent portion S&S current per month	331.25
<b>BACS</b>		Staffing Cost	Staffing Cost incl. HMRC and Pension	6,080.00
<b>DD</b>		NatWest	Approximate Bank Charges	20.00
<b>DD</b>		BT	Broadband and Phone	71.16
<b>DD</b>		Water Plus	Water VH	76.19
<b>BACS</b>		Rialtas	Annual licence and maintenace	148.80
<b>Card</b>	<b>83413782</b>	Zoom	Subs May	14.39
<b>Card</b>		Screwfix	Drills and 12V charger	693.98
<b>DD</b>	<b>18086</b>	UK Fuels	Unleaded	64.30
<b>BACS</b>	<b>N042100628</b>	NCC Sipplies	Consumables	207.37
	<b>Internal transfer</b>		Pockit top-up	500.00
	<b>Internal transfer</b>		Pockit top-up	200.00
<b>BACS</b>		4D Tree Survey Ltd.	Tree Survey	600.00
			<b>Total</b>	<b>9,067.44</b>



VAT Registration Number 242720232  
 Registered Company Number 10200663

Quote

4D Tree Survey Ltd.  
 32 Steedman Avenue  
 Mapperley  
 Nottinghamshire  
 NG3 6DL

Tel. 07704658684  
 4DTreesurvey@gmail.com

Quote Clipstone Parish Council  
 Date: 29/04/2021  
 Valid until: 30/05/2021

To: Mrs Belina Boyer

CLIPSTONE PARISH COUNCIL	
Payment Autorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

Fees ; to survey trees on clipstone parish council land at offices, pub car park under control of Information to be supplied on template, woodland and group management plans to be supplied as separate documents  
 GPS co ordinates to be supplied via the use of parish councils software, access to all sites to be made available at the time of inspection

	£500
VAT @ 20%	£100
Total	£600

Payment terms

Payment within 14 days via money transfer to the following account or by cheque to the address shown above:

4D Tree Survey Ltd.  
 Sort Code 090129

Account Number 15887131





**Rialtas Business Solutions Ltd**  
 Unit 5  
 Uffcott Rural Enterprise Centre  
 Uffcott  
 Swindon  
 Wiltshire  
 SN4 9NB

**Invoice To**

Clipstone Parish Council  
 Village Hall  
 Church Road  
 Clipstone Village  
 Mansfield  
 NG21 9DF

**VAT Reg Number:**920 9508 27  
 www.rialtas.co.uk

**Invoice No** SM23434  
**Invoice Date** 31/05/2021  
**Customer A/c No:**7219  
**Ord No** Alpha single

Description	Qty	Total	VAT	%
Alpha Software Annual Support and Maintenance Licence for 1 User, commencing from the date of Invoice.	1.00	124.00	24.80	20%

Software Support and Maintenance Agreement  
 For your information, the terms of your Software Support and Maintenance Agreement can be found on our website.

Support and Maintenance Invoices need to be paid annually, for the forthcoming 12 month period. Failure to pay invoices in a timely fashion may result in support being withdrawn until any overdue payment has been made. If your invoice indicates Single User, but the software is now being used by multiple users/computers you need to inform us to ensure you are not in breach of your software license.

<b>CLIPSTONE PARISH COUNCIL</b>	
Payment Autorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

**Payment DUE DATE:**31/05/2021  
 For BACS and Electronic payments:  
 Cater Allen Bank  
 A/c No: 56394548  
 Sort Code 16-57-10

Cheques must be made payable: Rialtas Business Solutions Ltd  
 If cheques are rejected because wrong payee name then a £10 admin fee will be charged.

<b>Net</b>	124.00
<b>VAT</b>	24.80
<b>Gross</b>	148.80

**CLIPSTONE PARISH COUNCIL**  
**CLIPSTONE PARISH COUNCIL, THE VILLAGE HALL,**  
**CHURCH ROAD, CLIPSTONE VILLAGE**  
**MANSFIELD, NOTTINGHAMSHIRE, NG21 9DF**  
**GB**

To apply this credit note, email  
[ar-uk-businessinvoicing@amazon.co.uk](mailto:ar-uk-businessinvoicing@amazon.co.uk)

This is a credit note for invoice #

**AEU-INV-GB-2021-189935497**

Sold by **Amazon EU S.à r.l., UK Branch**

**VAT # GB727255821**

<b>Credit note date</b>	30 April 2021
<b>Credit note #</b>	AEU-CN-GB-2021-5198619
<b>Original invoice #</b>	AEU-INV-GB-2021-189935497
<b>Account #</b>	A3A0YOHEDG8WH
<b>Total payable</b>	-£8.94

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

### Billing address

Clipstone Parish Council  
 Clipstone Parish Council, The Village Hall,  
 Church Road, Clipstone Village  
 Mansfield, Nottinghamshire, NG21 9DF  
 GB

### Delivery address

Clipstone Parish Council  
 The Village Hall, Church Road,, Clipstone Village  
 Mansfield, Notts, NG21 9DF  
 GB

### Sold by

Amazon EU S.à r.l., UK Branch  
 1 Principal Place, Worship Street  
 London, EC2A 2FA  
 United Kingdom  
 VAT # GB727255821

### Order information

<b>Order date</b>	20 April 2021	<b>PO #</b>	2021-04-20
<b>Order #</b>	202-0874841-0841144		
<b>Order placed by</b>	Clipstone Parish Council		

### Applying this credit note

Email the credit note numbers you want to use and the Amazon-provided invoice numbers you want to pay to [ar-uk-businessinvoicing@amazon.co.uk](mailto:ar-uk-businessinvoicing@amazon.co.uk)

### Credit note details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Q-Connect KF01524 Index A4 January to December Multi Punched Reinforced Tabbed - Multicolour ASIN: B000NMBT1Y	1	-£0.65	20%	-£0.78	-£0.78
Emergency Lighting Test Log Book: Emergency Lighting Inspection Book   Record of Routine Tests and Inspections of Emergency lighting System   Escape Lights Checklist ASIN: B08YDS18VF	1	-£4.12	20%	-£4.95	-£4.95

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at [recycle-more.co.uk](http://recycle-more.co.uk)

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg  
 R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Shipping Charges		-£2.67		-£3.21	-£3.21
<b>Credit note total</b>					<b>-£8.94</b>
		<b>VAT rate</b>		<b>Item subtotal (excl. VAT)</b>	<b>VAT subtotal</b>
		20%		-£7.44	-£1.50
		<b>Total</b>		<b>-£7.44</b>	<b>-£1.50</b>



Zoom Video Communications Inc.  
55 Almaden Blvd, 6<sup>th</sup> Floor  
San Jose, CA 95113

Invoice Date: 04/30/2021  
Invoice #: INV83413782  
Payment Terms: Due Upon Receipt  
Due Date: 04/30/2021  
Account Number: 116175187  
Currency: GBP

Zoom's VAT Registration Number: GB373142903

Account Information:

**CLIPSTONE PARISH COUNCIL**

Clipstone Parish Council  
The Village Hall, Church Road  
Clipstone, Nottinghamshire NG21 9DF  
United Kingdom

**Payment Autorisation**

Remittance Details should be sent to  
Finance@zoom.us

clerk@clipstoneparishcouncil.co.uk

Purchase Order Number:

Schedule

Customer VAT/Tax Number:

Signed

Signed

Centre

Account

Date Paid

Reference

[Zoom W-9](#)

[Question about your Billing?](#)

**CHARGE DETAILS**

Charge Description	Service Period	Subtotal	Tax	TOTAL
<b>Charge Name: Standard Pro Monthly</b> Quantity: 1 Unit Price: GBP11.99	04/30/2021-05/29/2021	GBP11.99	GBP2.40	GBP14.39

**INVOICE TOTALS**

<b>Subtotal:</b>	GBP11.99
<b>Total (Including Tax):</b>	GBP14.39
<b>Invoice Balance:</b>	GBP0.00

**TAX DETAILS**

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
Standard Pro Monthly	Value Added Tax (VAT) 20.000%	Federal	GBP11.99	GBP2.40
			<b>Total Tax</b>	<b>GBP2.40</b>

**TRANSACTIONS**



INVOICE

				Invoice Total	GBP14.39
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount	
04/30/2021	P-90358228	Payment		(GBP14.39)	
				Invoice Balance	GBP0.00

*This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, GBP11.99 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.*

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## ORDER DETAILS

Order number:

**A6719511363**

Your reference: CPC21-76

Name: Mrs Belina Boyer

Email address: clerk@clipstoneparishcouncil.org

Contact number: 07926 726733

## PAYMENT DETAILS

Cardholder: Mrs Belina Boyer

Card type: masterCard

Card number: \*\*\*\* \* 1991

Expiry date: 07/2022

Billing address: Clipstone Parish Council

Village Hall

Mansfield

Nottinghamshire

NG21 9DF

United Kingdom

## Click & Collect in Newark

### Screwfix Newark

Unit 2

Brunel Drive

Newark

Nottinghamshire

NG24 2DE

### Opening hours:

Mon-Fri: 7am to 8pm

Sat: 7am to 6pm

Sun: 9am to 4pm

Please bring the card you used to pay with and head straight to the collection point where you will be asked to verify your pin. We hold all collection items for 21 days.

## COLLECT TODAY – PLEASE AWAIT YOUR SMS BEFORE TRAVELLING TO STORE

Please check [store opening hours](#) before travelling.

1 x Ring RCB208 8A Car Battery Charger 12V

£43.99

## READY FOR COLLECTION ON FRIDAY 30 APR 2021 – PLEASE AWAIT YOUR SMS BEFORE TRAVELLING TO STORE

Please check [store opening hours](#) before travelling.

1 x DeWalt DCK677L3T-GB 18V 3.0Ah Li-Ion XR Cordless 6 Piece Kit

£649.99

Sub total: £693.98

**Sub total** (inc. VAT) **£693.98**

**VAT** **£115.66**

**Total** (inc. VAT) **£693.98**

**Total** (ex. VAT) **£578.32**



# Ebill Invoice

Account Number	6792
Invoice Date	25-APR-21
Invoice Number	18086

MRS BELINA BOYER  
 Clipstone Parish Council  
 THE VILLAGE HALL  
 CHURCH ROAD, CLIPSTONE VILLAGE  
 MANSFIELD  
 NOTTINGHAMSHIRE  
 NG21 9DF

**UK Fuels Limited**  
**Eurocard Centre**  
**Herald Park, Herald Drive**  
**Crewe**  
**Cheshire**  
**CW1 6EG**

TEL 0344 880 2468  
 FAX 0344 880 2469  
 VAT NO: 186 7756 46

Card No	Tran Date	Tran Time	Site Name	Voucher No	Reg No	Odo	Product	Quantity	Unit Price	Net Amount £	VAT Amount £	Gross Amount £
35638	23-Apr-21	11:22	TES MANSFIELD PFS	901707	CANS	1	UNLEADED	51.90	123.9	53.58	10.72	64.30
<b>Card Total</b>								<b>51.90</b>		<b>53.58</b>	<b>10.72</b>	<b>64.30</b>

VAT Analysis					
Product	VAT Rate	Quantity	Net Amount	VAT Amount	Gross Amount
UNLEADED	20.0%	51.90 L	53.58	10.72	64.30
<b>Invoice Totals</b>		<b>51.90</b>	<b>53.58</b>	<b>10.72</b>	<b>64.30</b>

**Payment Terms : The total amount due will be collected by Direct Debit on or just after Monday 3-MAY-2021**

Please note that our terms and conditions have been updated, they can be found at [www.ukfuels.co.uk](http://www.ukfuels.co.uk).  
 In accordance with our terms and conditions, any dispute in relation to this invoice must be raised within 30 calendar days of the date of invoice.  
 After such period, the invoice amount shall be deemed to have been agreed by you.  
 Our Customer Services Team are here to help you on 0344 880 2468 alternatively email us at [info@ukfuels.co.uk](mailto:info@ukfuels.co.uk)

CLIPSTONE PARISH COUNCIL	
Payment Authorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	



# NON DOMESTIC RATE BILL 2021/2022

Newark and Sherwood District Council  
Business Rates Section  
Castle House  
Great North Road  
Newark on Trent  
Nottinghamshire, NG24 1BY  
Telephone 01636 650000  
24 Payment Line 0300 4560478  
Email: business.rates@nsdc.info

RECEIVED 19 MAR 2021

Date Issued: 16/03/2021

Account Reference: 4101023877



CLIPSTONE PARISH COUNCIL  
Belina Boyer  
Clerk To Clipstone Parish Council  
Church Road  
Clipstone  
NG21 9DF

RECEIVED 19 MAR 2021

Address of property giving rise to charge  
CLIPSTONE PARISH COUNCIL  
FIRST AVENUE  
CLIPSTONE  
MANSFIELD NG21 9DA  
Property Description:  
CEMETERY AND PREMISES

**Details for period 01/04/21 to 31/03/22 :-**

Rateable Value (RV) £1,400		
Multiplier 49.9p		
Gross Charge (RVx Multiplier) = (£1,400 x 49.9p)		<b>£698.60</b>
Transitional Relief Calculation (full year figures)		
Notional Charge (1,400 x 49.9 / 100)	£698.60	
Base Liability (previous year's charge)	£528.25	
Multiplied by appropriate fraction	1.15	
(Property Percentage Change 115% x Inflation Element 0%)		
Transitional Limited Amount	£607.49	
Transitional Adjustment	£91.11	
Transitional Adjustment		£91.11 CR
<b>Net Charge</b>		<b>£607.49</b>

**CLIPSTONE PARISH COUNCIL**

PAYMENT AUTHORISATION	
SCHEDULE	Regular Payments
CLLR 1	
CLLR 2	
DATE AUTH.	24/03/2021
COST CENTRE	4405
ACCOUNT CODE	501
DATE PROC.	Direct Debit
DATE PAID	1 <sup>st</sup> of each month
REFERENCE	CPC 21-60 e)

**Amount payable by you for this period** **£607.49**

**Your payment instructions are as follows:**

01/04/2021	£67.49	01/08/2021	£60.00	01/12/2021	£60.00
01/05/2021	£60.00	01/09/2021	£60.00	01/01/2022	£60.00
01/06/2021	£60.00	01/10/2021	£60.00		
01/07/2021	£60.00	01/11/2021	£60.00		

Your method of payment is: Direct Debit

Reason for Bill: New Year Billing

Property Reference: 71600400400



# NON DOMESTIC RATE BILL 2021/2022

Newark and Sherwood District Council  
Business Rates Section  
Castle House  
Great North Road  
Newark on Trent  
Nottinghamshire, NG24 1BY  
Telephone 01636 650000  
24 Payment Line 0300 4560478  
Email: business.rates@nsdc.info

RECEIVED 19 MAR 2021

Date Issued: 16/03/2021

Account Reference: 4101231278

CLIPSTONE PARISH COUNCIL  
Belina Boyer  
Clerk To Clipstone Parish Council  
Church Road  
Clipstone  
NG21 9DF

Address of property giving rise to charge  
VILLAGE HALL  
CHURCH ROAD  
CLIPSTONE  
MANSFIELD NG21 9DF  
Property Description:  
VILLAGE HALL AND PREMISES

Details for period 01/04/21 to 31/03/22 :-

Rateable Value (RV) £6,800

Multiplier 49.9p

Gross Charge (RVx Multiplier) = (£6,800 x 49.9p)

£3,393.20

Small Business Rate Relief

£3,393.20

Net Charge

£0.00

### CLIPSTONE PARISH COUNCIL

#### PAYMENT AUTHORISATION

SCHEDULE	Regular Payments
CLLR 1	
CLLR 2	
DATE AUTH.	24/03/2021
COST CENTRE	401
ACCOUNT CODE	4405
DATE PROC.	
DATE PAID	
REFERENCE	CPC21-60e)

without SBRA : £339.35  
per month

Amount payable by you for this period

£0.00

Your payment instructions are as follows:

Your method of payment is: Direct Debit

Reason for Bill: New Year Billing

Property Reference: 71600300200





If you have any queries about banking arrangements, then please email [banking.contract@hertfordshire.gov.uk](mailto:banking.contract@hertfordshire.gov.uk) For queries about payment of invoices, please telephone 01992 555000, option 3 then option 2.

Payments may be made:

**ONLINE** at our website, [www.hertfordshire.gov.uk/payments](http://www.hertfordshire.gov.uk/payments). VISA, Mastercard, Switch, Euro, Delta and JCB credit and debit cards are accepted. No fee is charged.

**BY PHONE** please contact SERCO on 01992 555407/ 555408. VISA, Mastercard, Switch and Delta credit and debit cards are accepted. No fee is charged.

**BY BACS TRANSFER** to our Barclays account no. 33757390, sort code 20-17-68, quoting your customer account number. Please send a payment advice to [remittances@hertfordshire.gov.uk](mailto:remittances@hertfordshire.gov.uk).

**AT A BANK** by cheque or cash, using the bank giro remittance form below. Please insert the amount paid in the box provided on the remittance slip. If you have no bank account you may pay cash at any bank using this form. A small fee may be payable.

**BY POST** by cheque payable to HERTFORDSHIRE COUNTY COUNCIL, sent to SERCO - CASHIERS, PO BOX 256, COUNTY HALL, HERTFORD SG13 9BE.

**ENQUIRIES** Please ring the Nottinghamshire Help Desk on (0115) 965 6888 and select the option you require.

We understand and will exercise our statutory rights to claim interest (up to 8% above base rate) and compensation for debt recovery costs under the late payment legislation, if we are not paid according to agreed credit terms. Payment terms are as shown on the front of this invoice, or as agreed individually in any written contract.

**ABC**

bank giro credit 

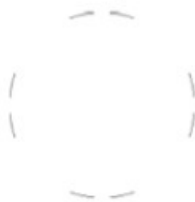
**ABC**

Customer Reference Number

N042100628

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cashier's stamp and initials



**BARCLAYS BANK PLC**  
AUTOMATED BULK CREDIT CLEARING  
HERTFORDSHIRE COUNTY COUNCIL  
33757390  
17-19

CASH

CHEQUE

£

Please do not write or mark below this line and do not fold this payment slip

<N042100628< 255849+ 33757390< 73 X

MONTH 1 (ENDING 5 MAY, 2021)

## Employer Details

Employer name	Clipstone Parish Council
Employer PAYE reference	507 / 9051
Accounts Office reference	507PP00169390

## Income Tax

Gross tax	£455.40
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
<b>Net Income Tax</b>	<b>1</b> £455.40

## National Insurance Contributions

Employee National Insurance Contributions	£229.85
Employer National Insurance Contributions	£280.89
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
<b>Net National Insurance Contributions</b>	<b>2</b> £510.74

CLIPSTONE PARISH COUNCIL	
Payment Authorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	

## Year to Date

Amount due in previous periods	£0.00
Amount paid in previous periods	£0.00
Adjustment	£0.00
<b>Shortfall amount carried forward to this period</b>	<b>3</b> £0.00

## Amount Due

1 + 2 + 3

<b>£966.14</b>
----------------

# Clipstone Parish Council

## Credit Transfers

Month 1 (ending Friday, 30 April 2021)

Payee	Sort Code	Account name	Account number	Reference
Belina Boyer		BELINA BOYER		
Gary Clarkson		GARY CLARKSON		
Michael Betts		MICHAEL BETTS		
Peter Sims		PETER SIMS		
Stuart Harper		STUART HARPER		
<i>Total (5 employees)</i>				£4,071.10

CLIPSTONE PARISH COUNCIL	
Payment Authorisation	
Schedule	
Signed	
Signed	
Centre	
Account	
Date Paid	
Reference	



## Clipstone Parish Council

### Transfer between accounts

Schedule	May
Cllr 1	
Cllr 2	
Date of meeting	04/05/2021
Transfer purpose	Purchase of Drill kit
Transfer from	Current Account
Transfer to	Pockit Card
Amount	£500.00
Transfer Date	29/04/2021

## Clipstone Parish Council

### Transfer between accounts

Schedule	May
Cllr 1	
Cllr 2	
Date of meeting	04/05/2021
Transfer purpose	MS 365 Annual Subs and top up
Transfer from	Current account
Transfer to	Pockit card
Amount	£200.00
Transfer Date	



**BUSINESS CURRENT ACCOUNT**

CLIPSTONE PARISH COUNCIL V

Branch Details	Your current details	Period	1 Apr 2021 to 30 Apr 2021
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS  NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF	Previous Balance	£141,745.30
		Paid out	£7,122.58
		Paid in	£78,965.92
		<b>New Balance</b>	<b>£213,588.64</b>

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					141,745.30
1 Apr 2021	ONLINE TRANSACTION	CISWO , INV 2318 CLIP09 , VIA ONLINE - PYMT , FP 01/04/21 40 , 17024232530029000N		89.07	141,656.23
	DIRECT DEBIT	NEWARK & SHERWOOD , 01 4101023877		67.49	141,588.74
	DIRECT DEBIT	WATER PLUS , 0703003947		76.19	141,512.55
6 Apr 2021	ONLINE TRANSACTION	POCKET CARD , 596262961 B BOYER , VIA ONLINE - PYMT , FP 06/04/21 10 , 50112218386194000N		200.00	141,312.55
12 Apr 2021	DIRECT DEBIT	SMART PENSION LTD , 9S4RH5H		259.71	141,052.84
13 Apr 2021	AUTOMATED CREDIT	INGHAM WS+SON LT , CEM-68 , FP 13/04/21 1245 , RP4659985695912200	250.00		141,302.84
14 Apr 2021	STANDING ORDER	NSDC - 43037 , CUSTOMER 43037 , FP 14/04/21 30 , 15054246305729000N		331.25	140,971.59
15 Apr 2021	DIRECT DEBIT	WATER PLUS , 0640122506		55.17	140,916.42
20 Apr 2021	ONLINE TRANSACTION	THPE , INV 41720 , VIA ONLINE - PYMT , FP 20/04/21 10 , 56103801926109000N		113.14	140,803.28
	ONLINE TRANSACTION	VIA EAST MIDLANDS , IM028252 , VIA ONLINE - PYMT , FP 20/04/21 10 , 31103459784758000N		66.00	140,737.28
	ONLINE TRANSACTION	TRADE ACCOUNT UK , 633164*****6346 , VIA ONLINE - PYMT , FP 20/04/21 10 , 58104426477981000N		22.80	140,714.48
21 Apr 2021	ONLINE TRANSACTION	AMAZON PAYMENTS UK , A3AOYOHEDG8WH , VIA ONLINE - PYMT , FP 20/04/21 10 , 12214814660994000N		1.69	140,712.79
26 Apr 2021	ONLINE TRANSACTION	██████████ CEM-67 , VIA ONLINE - PYMT	250.00		140,962.79

Branch Details	Your current details
MANSFIELD 9 CHURCH STREET MANSFIELD NOTTS  NG18 1AF	MRS BELINA BOYER CLERK TO THE COUNCIL CLIPSTONE PARISH COUNCIL VILLAGE HALL CHURCH RD CLIPSTONE NG21 9DF

Date	Type	Description	Paid in	Paid out	Balance
CONTINUED					
27 Apr 2021	AUTOMATED CREDIT	NEWARK & SHERWOOD , CLIPSTONE PARISH	78,160.00		219,122.79
	DIRECT DEBIT	BG BUSINESS , 603451082151020000		254.17	218,868.62
28 Apr 2021	CREDIT	100857	305.92		219,174.54
29 Apr 2021	ONLINE TRANSACTION	POCKIT CARD , 596262961 B BOYER , VIA ONLINE - PYMT , FP 29/04/21 10 , 13113302185450000N		500.00	218,674.54
30 Apr 2021	CHARGES	01APR-A/C 96626240		13.30	218,661.24
	ONLINE TRANSACTION				
	ONLINE TRANSACTION				
	ONLINE TRANSACTION				
	ONLINE TRANSACTION				
	ONLINE TRANSACTION				
	ONLINE TRANSACTION	HMRC CUMBERNAULD , 507PP00169390 , VIA ONLINE - PYMTB, FP 30/04/21 40 , 19023532489895000N		966.14	213,624.00
	DIRECT DEBIT	BRITISH TELECOM , VP49554770M04901		35.36	213,588.64

**Deposit Guarantee Scheme Information**

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your online statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

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## Survey of Trees Land at Clipstone.



## Tree Survey at Land at Clipstone

4 D Tree Survey were

instructed to carry out a descriptive survey, to the standards embodied within LANTRA Professional Tree Inspection qualification, of the trees situated within the boundary of land parcels forming the Cemetery, council Offices and Intake Wood Open Space the survey was performed for the purpose of insurance liability.

This survey will establish the trees safety or otherwise and identify any necessary works required to ensure public safety specifically for users of the public highway under Section 154 of the Highways Act 1980 and under the duty of care with regard to the Owners and Occupiers Liability Act 1957 and 1984.

Trees have been identified onsite with individual tag numbers which correspond with the attached PDF at the Open Space and Cemetery and by index numbers at the council offices.

I recommend the course of action detailed within the attached PDF and would draw your attention to the indicated timeframes for the completion of described works:

Immediate within 2 days or sooner

Urgent within 28 days or sooner

Management, with 6 months

Routine prior to next survey cycle or 2 years whichever occurs soonest.

It is understood that all the trees identified within this survey may be formally protected.

No works should be undertaken without first consulting with the local planning authority for confirmation of the protected status of the trees.

If the trees are protected this report should be used in its entirety to support any application or notification of works required.

All of the trees inspected are visually prominent but clearly are at the point whereby unless action is taken the long term visual amenity they pose will be lost permanently

### **REPORT LIMITATIONS**

Site boundaries worked to were supplied by the client.

This survey does not include a detailed habitat survey. It is recommended that a survey to ascertain whether there is any potential habitat for bats or birds, or other protected species be carried out prior to any Arboricultural works being commenced.

The trees were inspected using Visual Tree Assessment (VTA) methods, which are non-invasive & carried out at ground level only and as an aid to the commissioned purpose of the report.

The aim of the inspection is to assess the physiological and structural condition of the tree and its suitability for retention.

Recent case law has indicated that the maximum survey interlude should be no more than 2 years, to allow for “in leaf and out of leaf” inspection for trees that are deemed to be in high risk areas I.E. those trees, even in private ownership, that could affect the public highway should they fail.

Any supplied plans are accurate given the available GPS signal and technology however given canopy cover and limited position fixing points some discrepancies may exist.

All works should be carried out in accordance with the 2010 revision of BS 3998.

David Simpkin

A.Dip.Arb, M.Arbor. A., N.D.F., L.A.N.T.R.A. Professional Tree  
Inspector





**From:** Tom Stendall <tstendall@hopkins-solicitors.co.uk>  
**Sent:** 27 April 2021 15:02  
**To:** Info  
**Cc:** Richard Clarey  
**Subject:** Clipstone Miners Welfare to Clipstone Parish Council

Caution! This message was sent from outside your organization.

Hi Charles,

## **SUBJECT TO LEASE**

I hope this finds you well?

I understand that the following terms have now been agreed for a new lease.

1. **Term:** I understand that there will be a new lease for 25 years. There will be no break provisions contained in the lease. The new lease will be within the provisions of the 1954 Act;
2. **Property:** The lease will be the whole of one of the buildings, which has now been physically separated off (albeit part of the landlord's registered title) – I believe that there is a plan of the proposed area to be let. The lease will come with a right to reasonable use of the car park on a first come first serve basis;
3. **Rent:** It has been agreed that the Parish Council pay the current open market rental value for the lease which I understand is around £20,000 per annum in accordance with a recent valuation report commissioned by your client – no doubt you will be able to let me have the exact figure. This is to be reviewed on an upwards only basis every three years in line with CPIH Inflation;
4. **Repair:** The property will be let on a fully repairing and insuring basis, taken as it is with a provision to contribute towards the cost and maintenance of joint facilities / services, e.g. car park;
5. **Transfer and subletting:** I understand that this will be used as a community hub, including a community café and parts may be let on short term licence as start-up “incubation” units – such occupation should be on the basis of a licence as opposed to a subletting with no relationship of landlord and tenant – precise wording can be agreed between lawyers;
6. **Alterations:** The Parish Council will be carrying out alterations and so a licence / consent for these alterations will also be required – precise wording can be agreed between lawyers.

Please let me know if this is agreed as between the parties.

I look forward to hearing from you.

Kind Regards

# Tom Stendall

Partner

**PLEASE BE AWARE THAT FROM JANUARY 1ST 2021 WE NO LONGER USE THE DX FOR OUR MANSFIELD OFFICES.**

**FROM THE 1ST OF APRIL 2021 THE SUTTON AND KIRKBY OFFICES WILL NO LONGER USE THE DX.**

**OUR NOTTINGHAM OFFICE WILL CONTINUE TO USE THE DX UNTIL FURTHER NOTICE.**

**PLEASE USE OUR POSTAL ADDRESS FOR ALL CORRESPONDENCE.**



[tstendall@hopkins-solicitors.co.uk](mailto:tstendall@hopkins-solicitors.co.uk) [www.hopkins-solicitors.co.uk](http://www.hopkins-solicitors.co.uk)  
 Eden Court | Crow Hill Drive | Mansfield | NG19 7AE  
 Office: 01623 468468 Direct: 01623 665059 01623 466200  
 [Connect to me](#)



Here are some of the ways we've changed to continue supporting you during this time:

- We're monitoring information from relevant authorities about coronavirus** – [Read about how Covid-19 may have a legal impact on you or your business.](#)
- We're monitoring court deadlines and hearings** – and we will inform you if your case will be affected.
- We're working remotely** - thanks to a highly secure IT infrastructure, the majority of our colleagues have been, and will continue to, work remotely.
- You can sign documents electronically and make payments online** – ask your solicitor for more details.
- You can meet with your solicitor by video-call** – ask your solicitor for more details.
- Limited face-to-face appointments at our offices are now available** – [Learn about "what to expect when you visit our offices"](#).

**Always keeping your best interests at heart**

**How can you support your staff during hard times?**

**If you are like us, your staff have become like family and you want to protect them.**

**Ask about our legal consultation packages that you can pass onto your most vulnerable employees.**

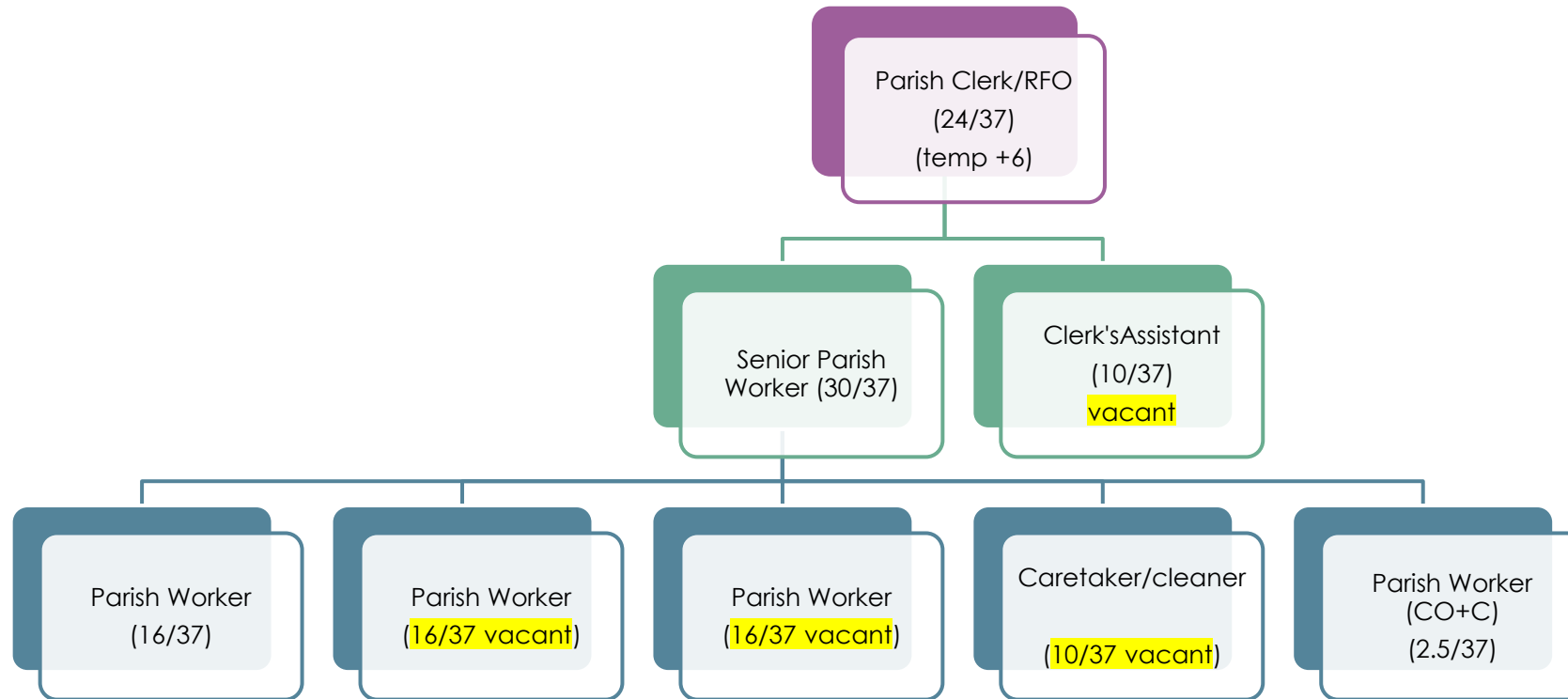
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# Clipstone Parish Council

## Council Organisational Chart



Council Services: Customer Service, Cemetery Administration and Maintenance, Open Spaces Ground Services, Grass Cutting Contracts, Village Hall Hire, Council Buildings Maintenance Services,

# **PARISH WORKER**

Your tasks will be:

- To maintain the communal areas of the Village owned or managed by the Parish Council to the highest standard.
- To open and close the Cemetery in accordance with published opening times.
- To liaise and provide general support to families using the Cemetery
- To ensure security and safety of all council buildings at all times including carrying out regular health and safety checks and documenting these.
- To ensure Village Hall is prepared for use by all groups and cleaned afterwards where necessary
- To liaise and work as part of the team of Parish Workers to ensure cover and continuity of service.
- To liaise with the Parish Clerk regarding cover and issues in the Village.
- To ensure that the Village Hall and other Parish buildings are kept tidy and free from litter and hazards, including car parking areas, footpaths, dustbin areas, and all internal communal areas.
- Litter picking throughout the village
- To carry out repairs and maintenance

**The pay will be £7.56 per hour for 16 hours per week.**

You must be

- Collaborative worker and team player
- Willing and able to work flexible hours to ensure Council buildings are opened and closed to users and visitors.
- Able to take initiative within Council policies to deal with identified problems with the condition and repair of Council buildings and land.
- demonstrating good customer care skills to promote the work of the Parish Council in a positive way.
- Able to display sympathy and understanding when dealing with families and friends of the bereaved.
- Demonstrating basic literacy skills to complete and understand essential documentation.
- Possess valid full driving licence.
- Be able to work under minimal supervision.

The closing date for this position is Sunday 26 February.

Application forms are available by e-mail from : [clipstoneparishcouncil@btconnect.com](mailto:clipstoneparishcouncil@btconnect.com)

or can be downloaded from the council website: <http://www.clipstoneparishcouncil.co.uk/>

**Applications by CV or letter will only be considered if accompanied by a completed application form.**

B Boyer

Clerk to Clipstone Parish Council

01623-626857

## Are you our new Parish Worker?



### About the Role

We are seeking a reliable and trustworthy individual to join our team as Parish Worker. You will be a team player, able to work collaboratively but also on your own initiative within the known policies of the council. You must be willing to work flexible hours to meet the demands of the services the council provides.

You will be taking care of all aspects of grounds maintenance of the council's owned and leased green spaces as well as fulfilling contracts on behalf of Nottinghamshire County Council.

You will be demonstrating good customer care skills to promote the work of the Parish Council in a positive way and be sympathetic when dealing with the bereaved.

You need to have basic literacy skills to complete and understand essential documentation and you should have a full clean driving licence.

You will prepare rooms for hire, which will involve moving furniture, and pack them down afterwards.

We will provide all the necessary training and support to enable you to excel in the role.

### Job Description

#### Hours of Work

This a part time role for 16 hours per week.

Your working week will be **Monday to Wednesday** .

We will agree the detailed core working hours with the successful candidate which will include digging to facilitate the interment of cremated remains and supervising burials.

## Salary

The role is graded as on the Parish Worker Scale. The annual pay of £7,575 represents an hourly pay of £9.08 based on 16 hours per week.

## Pension

You will have opportunity to join the Clipstone Parish Council pension scheme.

## Holidays

You will receive 28 days annual leave, inclusive of all bank and public holidays (pro-rata).

<b>Title:</b>	Parish Worker
<b>Reports to:</b>	Senior Parish Worker
<b>Location:</b>	Clipstone - based at the Village Hall and any other Clipstone Parish Council managed buildings.
<b>Salary:</b>	£7,575 p.a.

## Duties:

### Principal Duties and Responsibilities:

- a) The role in relation to residents:  
To maintain the communal areas of the Village owned or managed by the Parish Council to the highest standards thus enhancing the physical environment.
- b) The role in relation to visitors to the Cemetery:  
To open and close the Cemetery in accordance with published opening times.  
  
To liaise and provide general support to families (and their appointed agents) using the Cemetery, demonstrating high levels of sensitivity and customer care to those experiencing the loss of a loved one.
- c) **The role in relation to the Village Hall:**  
**To ensure security of the Village Hall at all times and in particular be responsible for the organisation of access to the communal facilities and ensure that groups booking the facilities are afforded the highest level of service to preserve and enhance the reputation of the Parish Council.**
- d) The role in relation to other staff:  
  
The Parish Clerk will be the first point of contact and the senior member of staff on site; although you will be expected to work closely you must exercise a high level of individual initiative within the Council's stated policies and guidelines.

To liaise and work as part of the team of Parish Workers to ensure cover and continuity of service.

In particular to:

1. Maintain security and safety of the Council buildings and external communal areas by periodic inspections and taking appropriate action to minimise risk of injury to users.
2. Maintain a log of inspections, hazards identified and actions taken.
3. Ensure Village Hall is prepared for use by all groups and cleaned afterwards where necessary.
4. To liaise with the Parish Clerk regarding cover and issues in the Village.
5. To ensure that the Village Hall and other Parish buildings are kept tidy and free from litter and hazards, including car parking areas, footpaths, dustbin areas, and all internal communal areas.
6. To ensure that all planted and grassed areas are kept free from litter, along with periodic mowing and strimming of designated areas. Grass cuttings to be collected and removed or blown away from footpaths to minimise risk to residents and the public.
7. To carry out minor repairs or cyclical maintenance as instructed.
8. To replace light bulbs to common areas as and when necessary; to carry out periodic checks on lighting.
9. To ensure wherever possible equipment and property owned by the Parish Council is not misused; and stored appropriately and securely, and is kept clean and in good condition.
10. To report any obvious defects or damage, or defects pointed out by a resident or user to the Parish Clerk, and where necessary arrange access for contractors.
11. To deal with call outs by the emergency services in relation to fire alarms and vandalism etc, and to identify and report incidents of crime.
12. To report all incidents and 'near-misses' in an 'Accident Book' for inspection.
13. To carry out health and safety checks and to ensure that appropriate records are kept.
14. To act at all times in the interest of the Parish Council, ensuring the highest standards of performance; meeting all necessary deadlines.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



# Person Specification

The specification below is how we work out if you are the right person for the job and is used to determine if you will get an interview. Criteria in the essential column are prerequisites for the job. Criteria in the desirable column help make candidates stand out but we will offer the training detailed in the Education and Training section if you do not have it. These criteria are assessed through the application form and at interview.

Criterion	Essential Requirements	Desirable Requirements
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Willing to undertake training as required.</li> <li>GCSE English and Maths at grade C/4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Training</li> <li>Health and safety training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good verbal communication skills</li> <li>Proven basic DIY skills</li> <li>Ability to set up and pack down rooms, including moving furniture.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of safe working practices</li> <li>Knowledge of plant and tree care</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Clipstone</li> <li>COSHH Awareness</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Using a variety of ground maintenance machinery such as mowers and strimmers</li> <li>Undertaking routine building maintenance/repairs</li> <li>Customer care</li> </ul>	
<b>Personal/Other</b>	<ul style="list-style-type: none"> <li>Own transport between sites</li> <li>Full clean driving licence</li> <li>Reliable and trustworthy</li> <li>Self-motivated and able to act at own initiative</li> <li>Flexible approach to work with ability to work evenings and weekends by arrangement</li> <li>Empathetic</li> </ul>	<ul style="list-style-type: none"> <li>Resident to Clipstone or within a 3 mile radius</li> </ul>

# Ready to apply?

Excellent, we're glad you want to apply and we want to make it as simple as possible. All you need to do is download the application form from the website below, fill it in and e-mail it to:

[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org)

Alternatively, you can submit a paper copy by posting it to:

Clipstone Parish Clerk

The Village Hall

Church Road

Clipstone Village

Mansfield

Notts

NG21 9DF


Please do note that the Council will only consider CVs if accompanied by a completed application form.

**The deadline for applications is XXXX 2021.**

**To download the application form please visit:**

<https://clipstoneparishcouncil.org/>

## Correspondence to CPC meeting 04/05/2021

-  NALC ONLINE EVENTS (several)
- Newark & Sherwood NPI
- Chief Executive's Bulletin
- The Royal British Legion's 100th Anniversary 2021
- Training: Cemetery and Churchyard and Management (and administration): Wednesday 23 June 2021
- Notts ALC: Remote Meetings