

Title	List of Payments to be approved, December 2023
Author	Locum Clerk to the Council
Meeting	Full Council Meeting – 19 th December 2023.

December Payments to be approved.

NOTE: Grey Items were approved at the 30th December Meeting.

Direct Debits / Automatic Payments	Total	VAT	Net
BeFuel Standing Charge	2.40	0.40	2.00
BeFuel Fuel 16 th Dec	51.49	8.58	42.91
BeFuel Fuel 01 st Dec	88.34	14.72	73.62
EE – Phone (Last Occurrence)	22.50	3.75	18.75
Biffa Trade Waste Service 24/Dec	378.12	63.02	315.10
Sub Total	542.85	90.47	452.38
Direct Payments	Total	VAT	Net
Cloud Next – Hosting – Refund L White	119.98	19.99	99.99
Cloud Next - .gov.uk Registration – Direct to Cloud Next	132.00	22.00	110.00
Cloud Next - .co.uk Hosting – Direct to Cloud Next	7.20	1.20	6.00
Cloud Next - .co.uk Registration – Direct to Cloud Next	9.58	1.59	7.99
Amazon - Poly Pockets – Refund L White	16.62	2.78	13.84
M Ricketts – Blind for Staff Office	10.00		10.00
LJ 7 CA Cannings – OREC SH70 Servicing	113.96	18.99	94.97
Scribe Accounts – Direct to Scribe Accounts	2202.00	367.00	1835.00
B&Q – Pruning Saw & Brown Stone – Footpath between Westfield & the Styles	42.00	7.00	35.00
Microsoft - Business - Refund L White	11.28	1.88	9.40
B&Q Trade Point – Grip Goves and Vileda Mop Heads	22.75	3.80	18.95
Screwfix – Litter Pickers	37.98	6.33	31.65
SCM – Harwell News	114.00		114.00
GiffGaff – Refund L White	8.00	1.33	6.67
123-Reg – HarwellParish.co.uk Registration – Refund LWhite	14.39	2.40	11.99
Oxford Fencing Supplies – Repair Rec Fence	Awaiting Invoice		
Sub Total	2861.74	456.29	2405.45
Staff	Total		Net
All Staff – To Pay 22 nd December 2023	4393.95		4393.95
HMRC – To Pay 11 th January 2024	1369.69		1369.69
Sub Total	5763.64		5763.64
Total:	9168.23	546.76	8621.47

**Harwell Parish Council
Clerk
6**

Criteria	Assessed Level	Justification
Knowledge	5	Level 5: The job requires theoretical plus practical and procedural knowledge in a specialist area or an equivalent level of organisational, procedural and policy knowledge.
Qualifications	5	Level 5: A combination of formal off-the-job training and experience in relevant areas of work over a period of years, or through previous education to graduate level. "Practitioner level" where knowledge of the full range of procedures is required and some knowledge of the theoretical basis on which they have been developed. A job holder might have considerable experience, but not necessarily a professional qualification at this level. May include part-qualified or newly qualified professional posts.
Mental Skills	4	Level 4: The job requires analytical and judgement or creative and developmental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.
Interpersonal Skills	4	Level 4: The job involves either: (a) exercising developed interpersonal caring or training skills, in order to meet the more demanding needs of clients: or (b) exercising developed training, developmental, leadership or motivational skills in relation to other staff: or (c) exercising developed advisory, guiding, negotiating or persuasive skills in order to encourage others to adopt a particular course of action: or (d) exchanging orally and in writing complicated or sensitive information with a range of audiences: or (e) using one or more languages other than English where there is a need to exchange complicated information with individuals, or to identify and respond to the needs of clients, in that language.
Physical Skills	3	Level 3: The work requires dexterity, co-ordination or sensory skills, where there is either: (a) some demand for both precision and speed: or: (b) considerable demand for precision, in the use of these skills.
Initiative	6	Level 6: The job involves working within broad practice or guidelines. The work involves using discretion and initiative over a broad area of activity, with little access to more senior officers/ managers. The job is subject to managerial direction.
Physical Demands	1	Level 1: Tasks or activities are undertaken mainly in a sedentary position, and allow for considerable flexibility of movement. There may be limited requirements for standing, walking, bending or stretching; or an occasional need to lift or carry items.
Mental Demands	5	Level 5: The job requires general awareness and sensory attention with either: (a) prolonged periods of concentrated mental attention or: (b) lengthy periods of concentrated mental attention over a range of different activities: or: (c) very high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands on the jobholder.
Emotional Demands	3	Level 3: The job involves contacts with, or work for, people, which through their circumstances or behaviour either: (a) regularly place emotional demands on the jobholder or: (b) occasionally place significant emotional demands on the jobholder.
Responsibility Factors		
People	2	Level 2: The job involves some direct impact on the well-being of individual, or groups of, people, through undertaking tasks or duties which are to their direct benefit, or impact directly on their health and safety

Supervision	3	Level 3: The job involves considerable direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training.
Financial	3	Level 3: The job involves considerable direct responsibility for financial resources. The work involves either: (a) accounting for large sums of money, in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or: (b) being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. .
Physical	4	Level 4: The job involves high direct responsibility for physical resources. The work involves either: (a) adaptation, development or design of significant information systems or (b) adaptation, development or design of a wide range of equipment, land, buildings, other construction works or equivalent or: (c) security of a range of high value physical resources or: (d) ordering of a wide range of equipment and supplies or: (e) making a significant contribution to the adaptation, design or development of either large-scale information systems for use by others, or of a range of equipment, land, buildings, other construction works or equivalent.
Working Conditions	2	Level 2: The job involves some exposure to disagreeable, unpleasant or hazardous: • environmental working conditions: or: • people related behaviour.
NJC Grade 6 NJC sc points 18 to 23 £29,269 to £32,076 per annum FTE £15.21 to £16.67 per hour		

Please note, any Job Evaluations we conduct are not legally binding and do not have to be accepted.

They are for guidance, as an independent assessment, and organisations are free to set their own levels of pay, in accordance with Statutory minimum requirements.

Pay levels can be set in excess of the Job Evaluation, if an organisation requires.



HARWELL PARISH COUNCIL

Job Title: Clerk & Responsible Financial Officer

Job Purpose: To carrying out all the functions required by law of Council's Proper Officer.

Responsible to: The Parish Council – Generally Managed by the Staffing Committee.

Principal Duties and Responsibilities:

1. The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a Council's Proper Officer, and in particular to serve or issue all the notifications required by law.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a parish council are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.
5. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.
6. The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties:

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, including advising the council as to the requirements of existing and new legislation.
2. To prepare, in cooperation with the Chairman of the Council estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council, and the basis for the precept to be submitted to the district council.
3. To prepare financial reports on all relevant matters, monitor and balance the Council's accounts and prepare records for audit and value added tax purposes.
4. To ensure that the Council discharges properly its obligations regarding health and safety and risk assessments.
5. To ensure that the Council's obligations in respect of insurance are properly met.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees.
7. To attend meetings of the Council or Committees as required and prepare minutes for approval.

8. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or the known policy of the council.
9. To manage the ordering of goods and services supplied to the Council and ensure they are properly paid for. To issue invoices for goods and services supplied by the Council and ensure proper payment is received. To prepare reports for the Council on payments and receipts.
10. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation to and discussion by the council.
11. To draw up both on his or her own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To supervise any members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
14. To issue notices and prepare agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the Council.
15. To manage the Council's website, ensuring that the content of it is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection; and to ensure that it remains technically suitable to the needs of the council.
16. To manage the Council's Cemetery.
17. To prepare, in accordance with the appropriate rules agreed by the Council, news releases about the activities and decisions of the Council and to respond to media enquiries in accordance with the same rules.
18. To comply with the Freedom of Information and Data Protection Acts.
19. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the Council, including attendance at training courses and seminars on the work and role of the Clerk, as required by the Council.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Clerk at the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the Council in response to the changing needs of the village. Some of these duties may be executed by other employees of the Council.



HARWELL PARISH COUNCIL

Person Specification: Clerk & Responsible Financial Officer

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Some financial management experience	Budgeting, keeping financial records
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing, spreadsheets, internet, email etc (Council has Microsoft 365 Subscription)
Staff Management	Some staff management experience
Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CILCA, Cert HE in Community Governance
Financial management	Experience of reading and presenting management accounts
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law etc.
Local Knowledge	Knowledge of the main issues affecting the area
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media
Creative ability	Able to contribute to the design of newsletters / posters etc
Presentation skills	Able to use equipment and speak confidently in public
Other	
Car driver	Has vehicle available for business use, due to the size of the Parish



HARWELL PARISH COUNCIL

Harwell Parish Council
Parish Office, Village Hall, High Street, Harwell, OX11 0EX
Clerk@HarwellParish.gov.uk

STAFF VACANCY

Clerk & Responsible Financial Officer

The Parish of Harwell is located in the District of Vale of White Horse, approximately 2 miles west of Didcot with an Electoral Roll circa 2500.

Applications are invited for the post of Clerk and Responsible Financial Officer. This is an office / site based, part time, permanent vacancy for 15 hours per week (plus up to 5 hours overtime if required). It is not possible to fulfil the requirements of this role solely from home and involves approximately 2 evening meetings per month (the Council meets on Tuesday evenings). A parish council laptop and mobile phone will be provided, in addition to the Council equipment for use at the Council Offices.

Salary offered is pro rata to the national scale LC2 (18-23) of between £29,269 and £32,076 a year for a full time (37 hrs a week) equivalent. The Parish Council currently enrolls employees in the NEST pension scheme.

The successful candidate will either already hold the Certificate in Local Council Administration (CiLCA) qualification or be willing to gain it within 2 years appointment. The Clerk plays an integral role in serving the parishioners of the Civil Parish of Harwell and will be responsible to the parish council as a corporate body.

For further information, an application pack is available to download at <https://www.HarwellParish.co.uk/> or please contact the present Clerk by emailing Clerk@HarwellParish.gov.uk.

Closing date for applications: **4.00pm on Wednesday 17th January 2024**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. Applications should be marked confidential and for the attention of the Parish Clerk. Candidates will be interviewed the following week.

Please note: we are transitioning our website from www.HarwellParish.co.uk to www.HarwellParish.gov.uk, where possible we will duplicate any applicable information on both websites until we have full moved to our new .gov.uk domain.



HARWELL PARISH COUNCIL

Clerk & Responsible Financial Officer Application Form

Personal Details

First Names

Surname

Date of Birth

National Insurance Number

Address

Postcode

Phone Number

E-mail Address

Current or most recent employment

Position

Dates Employed (From and To, Month and Year)

Name and Address of Employer

Main Responsibilities

Relevant Experience

Details of any experience, qualifications or training relevant to this job.

Dates

Details

Getting Around

(delete as appropriate)

Do you have transport of your own?

Scooter / Push Bike / Car

Do you have a full driving licence?

Yes / No

Availability

Monday	☐ Early	☐ Mornings	☐ Afternoons	☐ Evenings
Tuesday	☐ Early	☐ Mornings	☐ Afternoons	☐ Evenings
Wednesday	☐ Early	☐ Mornings	☐ Afternoons	☐ Evenings
Thursday	☐ Early	☐ Mornings	☐ Afternoons	☐ Evenings
Friday	☐ Early	☐ Mornings	☐ Afternoons	☐ Evenings

Can you work at weekends?

Saturday	☐ Always	☐ Sometimes	☐ Never
Sunday	☐ Always	☐ Sometimes	☐ Never

References

Please supply the name, address and telephone number of two referees.

(one must be your present – or most recent – employer and the other should be, where possible, a previous employer)

Name

Job Title

Address

Telephone

E-mail

Name

Job Title

Address

Telephone

E-mail

Please note by entering their details you consent to your referees being approached after the interview.

Declaration

I declare that the information given on this form is, to the best of my knowledge, true and complete.

I understand that false statement may be sufficient for my rejection or, if employed, dismissal.

Signature

Date

Please return this form, with your CV and Covering Letter, to the Clerk to the Parish Council, Applications should be marked confidential and for the attention of the Parish Clerk.

Harwell Parish Council, Parish Office, Village Hall, High Street, Harwell, OX11 0EX

Clerk@HarwellParish.gov.uk

Clerk Application Form



HARWELL PARISH COUNCIL

Appendix I

Harwell Village Hall • High Street • Harwell • Didcot • OX11 0EX
07749361957 • Clerk@HarwellParish.co.uk

APPLICATION FOR PERMIT TO ERECT MEMORIAL / ADD INSCRIPTION

This form, together with drawings or plans drawing to scale and dimensions (inc. Height, width and thickness of plate, height, width and depth of base) figured thereon of the proposed Monument, Gravestone or Tablet, and a copy of the intended inscription, must be submitted to the Clerk and approved before any such Memorial can be admitted to the cemetery.

All fees must be paid before admittance

The grave number must be inscribed on each memorial stone admitted.

All permits will expire 2 years from the date of issue.

Name of the deceased to whom the memorial stone is being erected.		
Date of Death of the Deceased		
Residential Status: Harwell / Non-Harwell		Permit Applied For: New / 2 nd Inscription
Plot Number		Plot Type: Grave / Cremated Remains
Description of the Monument, Gravestone or Tablet (including dimensions):		Inscription:
Note: (a) Requests for engravings/carvings at the head of the stone, nicknames etc, may be considered at the council's discretion. (b) Special consideration will be given for memorials for children under the age of eleven (11) years. (c) A single ceramic photograph not more than 6 x 4 inches may be considered at the Councils discretion above Area 1.		
Memorial Material		
Anchor Type		

PLEASE READ THESE GUIDELINE CAREFULLY

1. No memorial will be allowed on a grave if the Exclusive Right of Burial has not been purchased.
2. The memorial application form must be fully completed including all the details of the proposed work and a diagram of the memorial. The application form must be signed by the registered owner or a person authorised by the grave owner to erect a new memorial or carry out work to an existing memorial.
3. It is the responsibility of the registered owner to ensure the continued maintenance and safe upkeep of the memorial. The Council recommends that memorial insurance be taken out to complement any warranty provided by the Memorial Mason. The Council is not responsible for making good any damage caused by circumstances over which it has no control.
4. For safety reasons, when a grave is excavated, the memorial may have to be removed from the burial ground by a Memorial Mason. The Funeral Director usually makes this arrangement in direct liaison with the family.
5. The Council has a duty to remove any potential danger from the burial ground and may therefore remove any breakable items, unsafe edging kerbstones or other unauthorised objects from any grave.
6. It is important that you notify the Council of any change of address or circumstances.

MONUMENT SPECIFICATIONS

1. A monument must be dignified and made entirely of stone or wood and must be inscribed on the back in the bottom left hand corner with the grave number.
2. For a coffin grave space only a head stone or cross is permitted. It must be positioned near the head end of the grave space, in line with adjacent monuments, or where marked by the council. The maximum width permitted is 750mm and the monument shall be positioned centrally across the width of the grave space. No part of a monument may be more than 1200mm above ground level. The monument shall rise from a matching stone base, set level with the ground and not extending more than 450mm along the grave. The base may be pierced for a removable flower container.
3. For a cremated remains grave space, only a tablet set level with the ground or a "desk" tablet 75mm high will be permitted. This must not be greater in size than 450mm by 450mm.
4. No maker's name or other advertisement of any kind may be shown on any monument.

DECLARATION BY APPLICANT

I declare that I have the authority to instruct these works. I have read and accept the Guidelines above.

Name of Applicant:	Address:
Telephone Number	
Email address:	Postcode:

Signature: _____

Date: _____

DECLARATION BY THE MEMORIAL MASON

I, the Memorial Mason, have read and understood the Council's Cemetery Regulations and agree to abide by them. I am responsible for the settlement of Cemetery fees and charges.

Firm: _____

Signature: _____

Date: _____



HARWELL PARISH COUNCIL

Appendix I

Harwell Village Hall • High Street • Harwell • Didcot • OX11 0EX
07749361957 • Clerk@HarwellParish.co.uk

Notice of Interment – Harwell Cemetery

Complete Section A & B plus either C or D as applicable, please return to the Parish office giving 3 clear working days' notice.

Section A: The Deceased

First Name(s)

Surname

Date of Birth

Date of Death

Permanent Address at Time of Death

Postcode

Trade or Profession

Where Death Occurred (If different from permanent address)

Section B: The Interment

Day and Date

Time of Arrival at the Cemetery

Officiant (if any)

Funeral director: Company; person; phone number(s)

- Burial rights are normally purchased at the time of the first burial, usually by a family member. The exclusive right is for 99 years from the date of purchase. If a plot is purchased without exclusive rights, there will be no right to erect memorials etc.
- Second or subsequent burials in a grave space can only be carried out with the permission of the burial rights owner. Families must keep the council informed of the current ownership of the burial right if it is transferred or passes by inheritance.
- Ownership of an exclusive right to burial conveys no other legal rights over the grave space, which remains the Council's property.
- Coffin grave spaces generally have room for two coffin burials and a number of caskets of cremated remains. A triple depth grave can accommodate up to three coffin burials. Cremated remains grave spaces have room for two caskets.
- Grave spaces for first burials will be selected by the council in the appropriate site of the burial ground and marked approximately two days before the burial. The policy of the council is normally to allocate the next space in line unless the plot was pre-purchased.

Section C: Burials

Purchase of Exclusive Right of Burial or Reopen?

New Plot with Exclusive Right of Burial ☐
Reopen of an existing Burial Plot ☐

Coffin Dimensions

Length: Shoulder Width:

Reopen Only: Details of Plot Row & Number

Details of the **owner of exclusive rights of burial**.

(For New plots, the purchaser. For Reopens, the present owner or new owner if previous owner is the deceased)

Name

Address

E-mail

Phone

Section D: Cremated Remains

Purchase of Exclusive Right of Interment or Reopen?

New Plot with Exclusive Rights ☐
Reopen of an existing Interment Plot ☐

Plot Preparation

Reopen Only: Details of Plot Row & Number

Plot to be prepared by: Funeral Parish
Director ☐ Council ☐

Details of the **owner of exclusive rights of burial**.

(For New plots, the purchaser. For Reopens, the present owner or new owner if previous owner is the deceased)

Name

Address

E-mail

Phone

Declaration by Applicant:

I confirm the details contained in this form are accurate and will be used to populate the burial register.

I note that the mourning party should not arrive at the burial ground earlier than **15 minutes prior** to “Time of Arrival at the Cemetery” in Section B. **30 minutes after** “Time of Arrival at the Burial Ground” in Section B are allowed for any graveside service, after which the plot should be back filled by the grave digger once the mourning party have departed, unless by prior arrangement.

Name of Applicant

Company if Applicable

Signature

Date

Office Use Only

Plot Fee

Interment Fee

Grave Digging Fee

Total Fees

Plot Number