



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED THIS TWENTY SEVENTH DAY OF JUNE 2024
MEMBERS OF HALE PARISH COUNCIL ACTING AS
SOLE TRUSTEE OF HALE VILLAGE HALL
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL,
HIGH STREET, HALE, HALTON L24 4AE
ON NINTH DAY OF JULY 2024 AT **8.00pm**
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 07803611222.

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To receive apologies
2. **Declarations of Interest** - To receive declarations of interest.
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above
4. **Minutes** - To agree the minutes of the Ordinary meeting of Hale Parish Council acting as sole Trustee 13th May 2024 as a true and accurate record.
5. **Village Hall Repairs & Maintenance plan** – To review
 - i. To consider a budget of a maximum of £1500 for the additional repair work on the remaining damaged woodwork of the Village Hall.
 - ii. Sound Proofing – Any further Updates by the working group
 - iii. Seating – Update by Working Group
6. **ACRE Grant application** – To agree the submission of a grant application for funding towards the remaining repairs to Hale Village Hall.
7. **Social Media / Website Update** – The Clerk will update the meeting on the progress being made on this project and arrange for the developer to set up a zoom/teams video meeting to discuss the project
<https://halevillagehall-com.stackstaging.com/>
8. **Key Register & date for lock change** – To agree a date for the change of the locks on the two front doors and to distribute replacement keys & sign key register
9. **Appraisals** – To agree the appraisal documentation and to arrange a convenient date for the staffing committee to meet and for formal appraisals for staff to take place.
10. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE MEETING OF HALE PARISH COUNCIL

ACTING AS SOLE TRUSTEE OF HALE VILLAGE HALL

HELD ON MONDAY 13TH MAY 2024 AT 8.00pm IN HALE VILLAGE HALL

Present: Cllr Lewis, Cllr Anderson, Cllr Wright, Cllr Healey, Cllr Roberts,

Cllr Williams

In attendance: Mr. Brian Hargreaves (Proper Officer) & 4 Members of the Public

- 1. Apologies** – Apologies were received from Cllrs Trevaskis and McNamara by the Clerk. No apologies were received from Cllr Cleary or Cllr Brown
- 2. Declarations of Interest** – No declarations of interest were received
- 3. Public Participation** – A member of the public advised that an additional condition for Item 6 on this Agenda should be considered. She advised that a premium for public holiday hire should be applied and was happy to address it under item 6.
- 4. Minutes** – The draft minutes of the Ordinary Meeting of Hale Parish Council as Trustee of Hale Village Hall on 8th April 2024 were accepted as a true and accurate record.

The motion was proposed by Cllr Wright and Seconded by Cllr Anderson

The Motion was approved unanimously

5. Village Hall Maintenance Plan

- I. Sound Proofing** - Cllr Anderson brought a sample panel to be considered as a sound proofing option for the main Village Hall. She advised that the materials used are fire retardant clomax foam and fire retardant material to cover the foam. This can be mounted on plywood and fastened to the walls in 8ft x 4ft Panels (x10). Cllr Wright and a local resident agreed to get costings for the plywood and Cllr Anderson said she will get an accurate costing for the foam. It was felt that this is a very cost effective way of achieving the sound proofing but that the overall effectiveness can only be measured by committing to the work. The Clerk reminded the meeting that we have had a professional survey done which could serve as a benchmark. The cost of that work would be unrealistic but identifies areas for best placement of panels and their sizes. It was advised by Cllr Lewis that the art group have suggested that a number of “cloud” effect sound proofing mobiles might assist the project. The costings will be reviewed at the next Village Hall Management meeting.
- II. Seating** – The sample seating identified by Cllr Trevaskis was discussed and members felt that the cost may be prohibitive without external funding. The issue of difficulties stacking the chairs due to lack of storage space also went against the

proposal. The meeting agreed that “Bistro” style chairs are a preferred option but that the practicalities of storage and cost are a major concern. A number of members reviewed seating available on social media outlets and it is felt that further review is required. A local resident identified folding chairs which are very similar to the existing chairs as a viable option being available at Costco at around £20 per unit. These folding chairs could be stored in a similar fashion to the existing units on rolling racking. Another member of the public identified the chairs recently borrowed from Halebank Parish Council as a suitable option and volunteered to ask the Halebank Clerk where they purchased them. It was agreed that the working group tasked with identifying replacement chairs should continue with their search and look at different options. Other members or residents should also offer any options they feel are appropriate by email. It was felt that if suitable chairs become available on social media or similar a poll can be taken by email and that the Clerk can be afforded the authority to spend up to £500 to secure a purchase. It is felt that ultimately the Village Hall will require up to 120 chairs but that there is a current urgent requirement for a minimum of 50. It was noted that fire regulations should always be observed regarding any consideration for replacement chairs.

- III. Building Work** - Alderman Sutton was not present at the meeting but it was noted that work has started on the repairs to the front elevation of Hale Village Hall. A number of local tradesmen are working in their own time to complete the work and to keep cost down to an absolute minimum as agreed.

The parish Council would like to formally recognise the efforts of these workers and offer their sincere thanks for the contribution being made.

Proposed by Cllr Wright and seconded by Cllr Roberts

The Motion was approved unanimously

- 6. Village Hall Tariff** - The Draft Hire Tariff for the Village Hall was considered and accepted with the addition of a premium being added for Bank Holiday hire including Christmas, Easter and all public holidays. The increase will equate to 150% of the normal hire rate to take into consideration the need for employees to open/close and prepare & clean the hall. This will be reviewed in April each year.

Proposed by Cllr Wright and seconded Cllr Roberts

The Motion was approved unanimously

- 7. Social Media/Website update** – The Clerk explained that the project is making good progress and that he has instructed the developer to continue with the chosen format. A current version is available at <https://halevillagehall-com.stackstaging.com/>

The Clerk can now forward the new Tariff to the developer and work on supplying any missing information and continue to work towards completion.

- 8. Next Meeting** – It was agreed to hold the next meeting of the Trustee on 9th July 2024 at 8.00pm in Hale Village Hall

The Chair closed the meeting at 9.30pm

ACTION LIST

1/ Cllr Anderson to get costings for Foam for Panels

2/ Cllr Wright and N Thompson to get costings for Plywood for sound Panels

3/ Working group to continue to search for suitable replacement seating for the Village Hall. Consideration for Stacking/Folding/storage is important

4/ Resident to contact Halebank Clerk regarding their chairs

5/ Record the names of all Volunteers who are working at Hale Village Hall

6/ Clerk to update Social media developer & send new tariff.

7/ Clerk to send link to development website to all members

HALE VILLAGE HALL KEY CONTROL

KEY REGISTER TERMS AND CONDITIONS AGREEMENT

In being appointed a key holder to Hale Village Hall, key holders are required to abide by the following terms and conditions:

1. All keys issued will remain the property of Hale Parish Council
2. Keys are issued for the sole use of the keyholder and must not be loaned or otherwise provided for the use of anyone else.
3. The Hall is to be left secure when exiting the premises and the alarm set in accordance with advised procedures
4. The keys must be returned when they are no longer required or if the keyholder ceases to be entitled to hold them
5. No copies of the keys are to be made under any circumstances
6. Keys cannot be transferred to a third party under any circumstances
7. The Parish Council reserve the right to withdraw the keys without reason at any time
8. The keyholder may terminate his agreement without reason at any time

KEYHOLDER.....

NAME

DATE.....

SIGNATURE.....

APPROVED BY HALE PARISH COUNCIL ON BEHALF OF HALE VILLAGE HALL

SIGNATURE.....

POSITION.....

Hale Parish Council

PRIVATE AND CONFIDENTIAL

EMPLOYEE APPRAISAL FORM

NAME: **Sharyn Rangasamy**

JOB TITLE: **Bookings Officer**

REVIEW TYPE:

REVIEW PERIOD: **Annual**

COMPLETED BY:

DATE:

Ratings Key

This appraisal uses the below ratings key.

5 = Exceptional - well above the call of duty, showing personal initiative or innovation.

4 = Very Good - frequently and consistently exceeds that normally required for the job.

3 = Satisfactory - meets that normally required for the job.

2 = Improvement Required - requires some improvement to meet that normally required for the job.

1 = Unsatisfactory - Requires significant improvement to meet that normally required for the job.

A = Employee

B = Employer

SECTION ONE - EVALUATION OF PERFORMANCE

This section reviews the employee's performance in performing their primary responsibilities throughout the course of the review period. Ratings are based on performance. Comments are used as tools to help improve performance.

Responsibilities	Ratings						Comments
To Manage Bookings & Enquiries	A	1	2	3	4	5	
	B	1	2	3	4	5	
Provide Good Relationship with all users	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Liaise with Hale Village Hall Management Committee as Required	B	1	2	3	4	5	
To manage all bookings of Hale village Hall & Provide weekly schedule for staff to refer to and prioritise daily workloads	A	1	2	3	4	5	
	B	1	2	3	4	5	
Respond to enquiries and bookings by phone or email	A	1	2	3	4	5	
	B	1	2	3	4	5	
Send Confirmation of Bookings made	A	1	2	3	4	5	
	B	1	2	3	4	5	
Be Available to show potential hirers around the premises	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Ensure proper management of bookings system is upheld and accurate management of records Inc signed booking forms from hirers	B	1	2	3	4	5	
Ensure the online booking process is visable and operates efficiently	A	1	2	3	4	5	
	B	1	2	3	4	5	
Make recommendations, as required to improve processes	A	1	2	3	4	5	
	B	1	2	3	4	5	
Be a good brand ambassador for Hale Village Hall	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Ensure all fees received are documented	B	1	2	3	4	5	
Provide Invoices and receipts of payment to Hall hirers	A	1	2	3	4	5	
	B	1	2	3	4	5	
Liaise with Colleagues to ensure any deposit amounts are returned after bookings	A	1	2	3	4	5	
	B	1	2	3	4	5	
Bank Monies should be received in a timely fashion	A	1	2	3	4	5	
	B	1	2	3	4	5	
Document any maintenance or other issues reported by hirers	A	1	2	3	4	5	
	B	1	2	3	4	5	
To provide hirers with clear and timely information with regards to any amendments to the	A	1	2	3	4	5	
	B	1	2	3	4	5	

specific hire of the Hall							
Be computer literate	A	1	2	3	4	5	
	B	1	2	3	4	5	
Liaise with the Clerk, Caretaker and cleaner	A	1	2	3	4	5	
	B	1	2	3	4	5	
Be aware of of all opening, closing as required in conjunction with the cleaner, caretaker, Clerk and other specified Councillors & members of the Village hall Management Committee	A	1	2	3	4	5	
	B	1	2	3	4	5	
Provide weekly time sheets showing work undertaken	A	1	2	3	4	5	
	B	1	2	3	4	5	
Ensure all user groups are aware of emergency procedures in the event of Fire							

Ensure Hirers are provided with terms & conditions of Hire and have signed a booking form							
Abide by all policies of Hale Parish Council							

SECTION TWO - EVALUATION OF CORE COMPETENCIES

This section reviews the employee's core competencies throughout the course of the review period. Ratings are based on competency. Comments are used as tools to help improve.

Core Competencies	Ratings						Comments
Communication - able to provide clear and focused communication in verbal and written formats.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Problem Solving / Initiative - able to assess a situation and	A	1	2	3	4	5	

<p>determine an appropriate response as efficiently as possible.</p> <p>Time Management - able to manage all responsibilities in a timely manner to meet deadlines and the needs of the Council.</p>	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
<p>Teamwork - works well with other staff, accepting and providing support to attain positive outcomes for the Council.</p> <p>Training - undertakes training as required and achieves required level of professional development to achieve success in post.</p>	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
<p>Policies & Procedures - adheres to all policies and procedures of the Council.</p> <p>Customer Service - professionalism, presentation, and understanding of situations.</p>	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	

SECTION THREE - EMPLOYEE FEEDBACK

This section offers an opportunity to explore feedback from employees. Suggestions should be provided for the Council to support an employee's performance and development.

Training

Note any further training or development considered necessary to help with the performance of the job or career within the Council.

Suggestions

Note any suggestions, ideas or improvements for the Council.

Comments

Note any other comments about any aspect of the Council and/your employment.

SECTION FIVE - APPRAISER'S COMMENTS

This section offers an opportunity for the appraisers to provide comments.

SECTION SIX - DECISION

This section confirms whether or not the employee has passed their appraisal and next steps.

Employee Signature:

Date:

Signing verifies that the employee received a copy of the review form only, not agreement to the results.

Signature(s) and names of Appraiser(s):

Date:

Hale Parish Council

PRIVATE AND CONFIDENTIAL

EMPLOYEE APPRAISAL FORM

NAME: **Barry Crockett**

JOB TITLE: **Caretaker**

REVIEW TYPE:

REVIEW PERIOD: **Annual**

COMPLETED BY:

DATE:

Ratings Key

This appraisal uses the below ratings key.

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SECTION ONE - EVALUATION OF PERFORMANCE

This section reviews the employee's performance in performing their primary responsibilities throughout the course of the review period. Ratings are based on performance. Comments are used as tools to help improve performance.

Responsibilities	Ratings						Comments
Opening & Closing the building on a rota system in conjunction with Village Hall Committee members as required	A	1	2	3	4	5	
	B	1	2	3	4	5	
Undertake portorage tasks as required – setting out any tables & chairs needed by user groups	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Ensure heating, lighting and alarm systems are allworking	B	1	2	3	4	5	
Observe safe working practices	A	1	2	3	4	5	
	B	1	2	3	4	5	
Checking premises for vandalism or break-ins	A	1	2	3	4	5	
	B	1	2	3	4	5	
Ensuring all windows & doors are locked when building is not in use.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Interaction with users when required	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Reporting any maintenance issues or defects as required	B	1	2	3	4	5	
Liaising with Cleaner and in conjunction strive to maintain the cleanliness of all aspects of the building	A	1	2	3	4	5	
	B	1	2	3	4	5	
To dispose of waste materials in a safe & hygienic manner, ensuring bins are available for collection by Halton BC	A	1	2	3	4	5	
	B	1	2	3	4	5	
Work in conjunction with cleaner to monitor stock levels of toiletry items and report shortages to the Clerk for replenishment	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Report all Emergencies	B	1	2	3	4	5	
Comply with Health & Safety policies and evacuation procedures	A	1	2	3	4	5	
	B	1	2	3	4	5	
Submit detailed weekly worksheets	A	1	2	3	4	5	
	B	1	2	3	4	5	
Undertake light maintenance work as appropriate such as painting & decorating	A	1	2	3	4	5	
	B	1	2	3	4	5	
Generally maintain the outside area of the Village Hall to a satisfactory level by sweeping the flagged areas undertaking mowing, weeding planters and grounds as required, cutting back and trimming bushes & trees as required, strimming overgrowth and	A	1	2	3	4	5	
	B	1	2	3	4	5	

removing litter as required, watering plants, power hosing & window cleaning							
Abide by all policies of Hale Village Hall Management Committee	A	1	2	3	4	5	
	B	1	2	3	4	5	

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Core Competencies	Ratings						Comments
Communication - able to provide clear and focused communication in verbal and written formats.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Problem Solving / Initiative - able to assess a situation and determine an appropriate response as efficiently as possible.	A	1	2	3	4	5	
	B	1	2	3	4	5	

Time Management - able to manage all responsibilities in a timely manner to meet deadlines and the needs of the Council.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Teamwork - works well with other staff, accepting and providing support to attain positive outcomes for the Council.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Training - undertakes training as required and achieves required level of professional development to achieve success in post.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Policies & Procedures - adheres to all policies and procedures of the Council.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Customer Service - professionalism, presentation, and understanding of situations.	A	1	2	3	4	5	
	B	1	2	3	4	5	

SECTION THREE - EMPLOYEE FEEDBACK

This section offers an opportunity to explore feedback from employees. Suggestions should be provided for the Council to support an employee's performance and development.

Training

Note any further training or development considered necessary to help with the performance of the job or career within the Council.

Suggestions

Note any suggestions, ideas or improvements for the Council.

Comments

Note any other comments about any aspect of the Council and/your employment.

SECTION FIVE - APPRAISER'S COMMENTS

This section offers an opportunity for the appraisers to provide comments.

SECTION SIX - DECISION

This section confirms whether or not the employee has passed their appraisal and next steps.

Employee Signature:

Date:

Signing verifies that the employee received a copy of the review form only, not agreement to the results.

Signature(s) and names of Appraiser(s):

Date:

Hale Parish Council

PRIVATE AND CONFIDENTIAL

EMPLOYEE APPRAISAL FORM

NAME: **Kath Barnett**

JOB TITLE: **Cleaner**

REVIEW TYPE:

REVIEW PERIOD: **Annual**

COMPLETED BY:

DATE:

Ratings Key

This appraisal uses the below ratings key.

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A = Employee

B = Employer

SECTION ONE - EVALUATION OF PERFORMANCE

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Responsibilities	Ratings						Comments
Follow established Cleaning Schedule to maintain the Village Hall to a satisfactory state. Inc sweeping, vacuuming, mopping all office, kitchen and Hall areas. Remove litter and generally dusting & wiping tables, door handles & shelves. In addition sanitizing of fridges, kitchen & toilet areas	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Re-organising any areas which appear untidy to create a cared-for appearance	B	1	2	3	4	5	
Report any vandalism or break ins	A	1	2	3	4	5	
	B	1	2	3	4	5	
Observe safe working practices	A	1	2	3	4	5	
	B	1	2	3	4	5	
Interaction with users when required	A	1	2	3	4	5	
	B	1	2	3	4	5	
Report any maintenance issues or defects as required	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

<p>Liaising with the Caretaker to maintain the cleanliness of all aspects of the building</p>	B	1	2	3	4	5	
<p>Dispose of waste materials in a safe and hygienic manner, using bins available in the collection area at the rear of the Hall for collection by Halton BC</p>	A	1	2	3	4	5	
	B	1	2	3	4	5	
<p>Liaise with Caretaker to monitor stock levels of toiletry items and advise Clerk for re-stocking</p>	A	1	2	3	4	5	
	B	1	2	3	4	5	
<p>Report all emergencies</p>	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

Comply with Health & safety Policies and evacuation procedures	B	1	2	3	4	5	
	A	1	2	3	4	5	
Submit detailed weekly worksheets	B	1	2	3	4	5	
	A	1	2	3	4	5	
Abide by all policies of Hale Village Hall management Committee	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	A	1	2	3	4	5	

	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	
	B	1	2	3	4	5	

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Problem Solving / Initiative - able to assess a situation and determine an appropriate response as efficiently as possible.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Time Management - able to manage all responsibilities in a timely manner to meet deadlines and the needs of the Council.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Teamwork - works well with other staff, accepting and providing support to attain positive outcomes for the Council.	A	1	2	3	4	5	
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Training - undertakes training as required and achieves required level of professional development to achieve success in post.	A	1	2	3	4	5	
	B	1	2	3	4	5	
Policies & Procedures - adheres to all policies and procedures of the Council.	A	1	2	3	4	5	
	B	1	2	3	4	5	

Customer Service - professionalism, presentation, and understanding of situations.	A	1	2	3	4	5	
	B	1	2	3	4	5	

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Note any suggestions, ideas or improvements for the Council.

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Note any other comments about any aspect of the Council and/your employment.

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Signature(s) and names of Appraiser(s):

Date:

Hale Parish Council

PRIVATE AND CONFIDENTIAL

EMPLOYEE APPRAISAL FORM

NAME: **Brian Hargreaves**

JOB TITLE: **Clerk**

REVIEW TYPE:

REVIEW PERIOD: **Annual**

COMPLETED BY:

DATE:

Ratings Key

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SECTION ONE - EVALUATION OF PERFORMANCE

This section reviews the employee's performance in performing their primary responsibilities throughout the course of the review period. Ratings are based on performance. Comments are used as tools to help improve performance.

Responsibilities	Ratings						Comments
To ensure that statutory & other provisions governing or affecting the running of Hale Parish Council are observed	A	1	2	3	4	5	
	B	1	2	3	4	5	
To monitor & balance the Council's accounts and prepare records for audit purposes & VAT	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

To prepare in consultation with members agenda's for Full meetings of the Council. To attend such meetings for approval	B	1	2	3	4	5	
To assist in the preparation of policies that will meet the Councils's obligations	A	1	2	3	4	5	
	B	1	2	3	4	5	
Respond to enquiries and bookngs by phone or email	A	1	2	3	4	5	
	B	1	2	3	4	5	
To attend all meetings of the Full Council	A	1	2	3	4	5	
	B	1	2	3	4	5	
To receive correspondence & 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	1	2	3	4	5	
	B	1	2	3	4	5	

a result of instructions or the known policy of the Council							
Ensure proper management of bookings system is upheld and accurate management of records Inc signed booking forms from hirers	A	1	2	3	4	5	
	B	1	2	3	4	5	
To Receive and report on invoices for goods and services to be paid for by the Council and to ensure accounts are settled. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.	A	1	2	3	4	5	
	B	1	2	3	4	5	
To study reports & 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 and discussion by the Council.	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration and to advise on practicabilty and likely effects of specific courses of action	B	1	2	3	4	5	
To Supervise any other 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	A	1	2	3	4	5	
	B	1	2	3	4	5	
To monitor the implemented policies of the Council and ensure they are achieving the desired result and where appropriate suggest modifications.	A	1	2	3	4	5	
	B	1	2	3	4	5	
To act as the representative of the Parish Council as required	A	1	2	3	4	5	
	B	1	2	3	4	5	
	A	1	2	3	4	5	

To prepare in conjunction with the Chairman, press releases about the activities of or decisions of the Council	B	1	2	3	4	5	
To attend training courses or seminars on the work and role of the Clerk as required by the Council	A	1	2	3	4	5	
	B	1	2	3	4	5	
To provide hirers with clear and timely information with regards to any amendments to the specific hire of the Hall	A	1	2	3	4	5	
	B	1	2	3	4	5	
To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of the professional body Society of Local Council Clerks	A	1	2	3	4	5	
	B	1	2	3	4	5	
To attend the conference of the National Association of Local Councils, Society of Local Council Clerks and any other relevant bodies as a representative of the Council as required	A	1	2	3	4	5	
	B	1	2	3	4	5	

To assist with any action plan of the Council and make suggestions/recommendations for improved working practices as appropriate to help meet any highlighted areas of concern.	A	1	2	3	4	5	
	B	1	2	3	4	5	
To assist with any additional requirements, in line with the role of a Parish Clerk and/or Responsible Financial Officer, as requested by Hale Parish Council	A	1	2	3	4	5	
	B	1	2	3	4	5	

SECTION TWO - EVALUATION OF CORE COMPETENCIES

This section reviews the employee’s core competencies throughout the course of the review period. Ratings are based on competency. Comments are used as tools to help improve.

Core Competencies	Ratings						Comments
Communication - able to provide clear and focused	A	1	2	3	4	5	

communication in verbal and written formats.	B	1	2	3	4	5	
	A	1	2	3	4	5	
Problem Solving / Initiative - able to assess a situation and determine an appropriate response as efficiently as possible.	B	1	2	3	4	5	
	A	1	2	3	4	5	
Time Management - able to manage all responsibilities in a timely manner to meet deadlines and the needs of the Council.	B	1	2	3	4	5	
	A	1	2	3	4	5	
Teamwork - works well with other staff, accepting and providing support to attain positive outcomes for the Council.	B	1	2	3	4	5	
	A	1	2	3	4	5	
Training - undertakes training as required and achieves required level of professional development to achieve success in post.	B	1	2	3	4	5	
	A	1	2	3	4	5	
Policies & Procedures - adheres to all policies and procedures of the Council.	B	1	2	3	4	5	
	A	1	2	3	4	5	
Customer Service - professionalism, presentation, and understanding of situations.	B	1	2	3	4	5	
	A	1	2	3	4	5	

SECTION THREE - EMPLOYEE FEEDBACK

This section offers an opportunity to explore feedback from employees. Suggestions should be provided for the Council to support an employee's performance and development.

Training

Note any further training or development considered necessary to help with the performance of the job or career within the Council.

Suggestions

Note any suggestions, ideas or improvements for the Council.

Comments

Note any other comments about any aspect of the Council and/your employment.

SECTION FIVE - APPRAISER'S COMMENTS

This section offers an opportunity for the appraisers to provide comments.

SECTION SIX - DECISION

This section confirms whether or not the employee has passed their appraisal and next steps.

Employee Signature:

Date:

Signing verifies that the employee received a copy of the review form only, not agreement to the results.

Signature(s) and names of Appraiser(s):

Date: