

Job Description for Clerk to Lingfield United Trust

The Trust has two tasks.

1. To organise the maintenance of the pair of alms houses the Trust owns in Dormansland. They are known as "HoChee Cottages." Residents pay their "Weekly Maintenance Contribution" by monthly Direct Debit. The Clerk is usually the first port of call when practical problems arise but will be well supported by Trustees when dealing with these matters. Grass cutting and hedge maintenance is done by a contractor. Residents are responsible for keeping their gardens tidy.

2. To receive requests for charitable funding and to distribute the funds we hold for this purpose in accordance with our Charity Commission aims. Much of this money is from the Henry Smith Trust to which we make an annual application and submit an account of how the money has been spent.

a) Applications for cheques in advance of Christmas from people over 60 on tight money who live in our catchment area of Lingfield, Dormansland, Felcourt and part of Baldwins Hill. The residential requirement is 5 years. We had about 130 applications last year. The Clerk sends Application Forms to the previous year's beneficiaries, keeps a record to submit for the Trustees' decision and administers the distribution of cheques. The clerk ensures that notices about the Christmas distribution are submitted to "Community News" and "Village Voice." This work is completed by early December and application forms are available at several places.

b) A few applications for "Cases for assistance" every year, emanating from organisations like the CAB or from people themselves. There is no age requirement so we can help families and individuals who are not of pensionable age. The clerk e-mails Trustees about these requests.

In all cases the decision lies with the Trustees.

Trustees

All the Trustees are committed and responsive to requests which in general flow through the Clerk. The role of Chairperson is jointly held by Richard Young and Gill Williams who live within the area served by LUT. The other Trustees are Sally Martin, Revd Ian Whitley, Susan Calamassi, Paul Wilkin and Ruth Hackett.

Meetings

Trustees meet 4-5 times a year The Clerk will book the venue, keep Minutes, submit them for approval to the Chairpersons and then circulate them to the Trustees.

Financial

The Clerk will ensure that accurate records are kept on the accounts held by the Trust. The clerk's report on Bank balances at meetings will include details of income and expenditure for the separate accounts set up for the cottages and charitable giving. All cheques require two signatures. The clerk will prepare for the annual audit of the accounts.

There are several Insurance policy premiums, Membership fees, TV licence fees. The Clerk is responsible for making annual payments to ensure renewal.

Website.

The website includes our policies, contact details, application forms and history. lingfieldunitedtrust.org

This will need to be updated by the Clerk.

Clerk's Honorarium

The post is voluntary and not subject to an employment contract. However, the Trustees have agreed that payment of an Honorarium will be £4,000 per annum, paid at quarterly intervals and reviewed annually. The honorarium is subject to tax. All clerk's expenses such as stationery, stamps, phone calls and travel costs can be met by the Trust.

In Summary the Clerk would

- have the skills and personal qualities outlined in the Person Specification
- Be the first point of contact for all correspondence with the Trust
- engage with residents, applicants and Trustees.
- deal with the day to day running of the almshouses
- fulfil the financial tasks
- act in accordance with the decisions of trustees

Applicants for the position of clerk will need to complete the application form. They must supply the names of two referees and hold or apply for an Enhanced DBS check. Interviews will be arranged for short-listed applicants.

Closing Date 15th November 2024

September 2024