1st September 2023

Dear Parish Council,

**Subject: Request for Assistance Regarding Charity Administration**

The Barton Bendish Poor’s Allotment Charity would like to request the assistance of the Parish Council, acting as a corporate Trustee, to address a matter concerning our charity's administration.

Our current Clerk (who is also the Clerk to the Parish Council) has been fulfilling various responsibilities for the charity, while operating as a self-employed individual.

Upon closer examination of the role, it has become apparent that, in accordance with employment law and HMRC regulations, the Charity Clerk's position is more likely to be classified as that of a worker or employee, rather than as self-employed.

While unincorporated charities like ours cannot directly employ staff, guidance from Community Action Norfolk indicates that individual Trustees, on behalf of the charity, have the authority to do so.

With this in mind, we are respectfully requesting that the Parish Council consider integrating the administration of the charity into the responsibilities of the Barton Bendish Parish Clerk job role.

This adjustment would entail a modest increase in the contracted hours associated with the Clerk to the Council role. To mitigate the additional cost incurred by the Council, we propose that the charity make an annual donation to the Parish Council, the details of which are enclosed within a confidential report.

This approach offers several advantages:

1. **Ensuring Proper and Compliant Administration**: By incorporating charity administration into the Parish Clerk's duties, we can ensure that the charity's affairs are administered properly and in full compliance with relevant regulations.
2. **Alignment with Trustee Responsibilities**: As the Parish Council serves as one of the Trustees, this move aligns with the Councils responsibilities, enabling efficient oversight and management of the charity's activities.

We respectfully ask the Parish Council, acting as the charity's corporate trustee, to consider including charity administration in the Parish Clerk's job description. The slightly extended hours being offset by an annual donation from the charity.

We are grateful for your attention to this matter. If you require further details or have any questions, please do not hesitate to contact us.

Thank you for your consideration.

Yours sincerely,

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On behalf of Barton Bendish Poor’s Allotment Charity