



JANE URQUHART LIMITED

ELDERFLOWER CORDIAL

INGREDIENTS

- 20 heads of elderflower
- 1.8kg of granulated sugar
- 1.2 litres of water
- 2 unwaxed lemons
- 75g citric acid

METHOD

1. Shake the elderflower over a bin to make sure there are no insects still hiding!
2. Boil the water and sugar in a pan until the sugar has completely dissolved.
3. While the sugar syrup is still heating, pare the lemon zest off in wide strips then put in a bowl with the elderflower. Slice the lemons (removing the ends) and place the slices in the bowl. Pour this into the boiling syrup and add in the citric acid. Stir well, then cover with a cloth and leave for 24 hours.
4. The next day, sieve the cordial through a muslin (or a new boiled cloth) and pour into very clean bottles. Make sure the lids are tightly on, then store in cool, dry cupboards.



TOP TIP: INTERVIEWING STAFF **DANGER! BEWARE!**

It is important to know that you might be infringing the law if you ask any questions relating to their age/sexuality/religion/health.

TOP TIP: THE JOB DESCRIPTION

Ensure all staff have a clear description before they are offered/accept a position. Review the job description with them regularly to adjust and amend...assume nothing unless it is written down. Misunderstanding expectations is the most frequent cause of employer dissatisfaction and staff misery.

Recommended products and services

MAAS metal polish for all silver and brass
www.amazon.co.uk

Grandma's Secret Spot Remover from Lakeland
www.lakeland.co.uk

In London – Fernando Professional window cleaner
[07939 194569](tel:07939194569)



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SPRING 2011

Aide Memoire

We hope that this Aide Memoire will be useful when employing domestic staff. We will send you an update every four months, and if you store these safely, they will form the basis of useful, practical information and advice.

SALARIES

Current rates – couples from £300 NET weekly each to £450 depending on responsibility and experience – they would also expect accommodation to be provided – often with no bills to pay except their telephone. Some employers pay standing charges and expect their staff to pay their own out goings (oil/gas/electricity) which would also be quite normal. It is rare to offer accommodation and the employee to pay rent (unless this is accounted for in their wages) and never would staff work in lieu of accommodation provided.

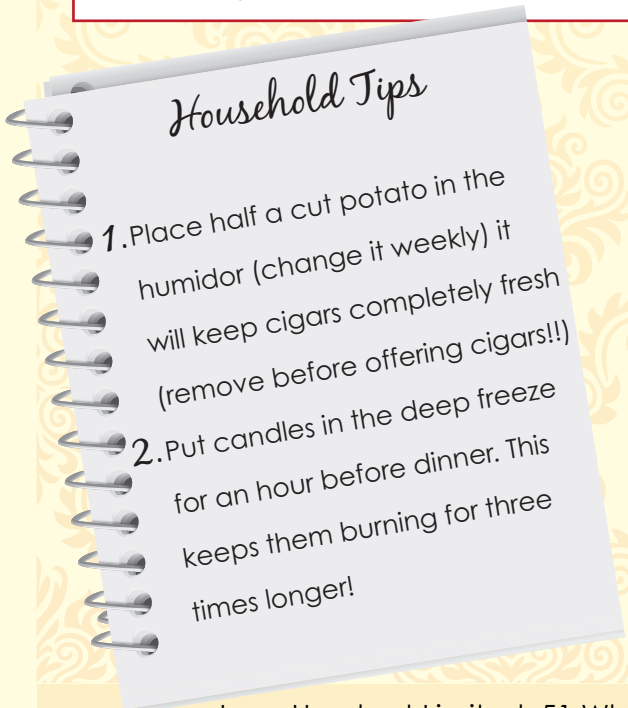
CANDIDATES AVAILABLE

Wonderful **qualified gardeners** looking for work countrywide.

Couples and **housekeepers** who offer a caring all-round service for elderly people. (not with medical training)
Cheaper solutions to your needs; newly **qualified couples** or **butlers** looking for their first job in private service.

TRAINING OF STAFF - THE LONDON ACADEMY

Instead of despairing about falling standards, ring Jane Urquhart and find out about household training for them in your own home; a situation can be transformed in one day!



INFORMATION ON THE LAW

We are delighted to offer our clients a legal service provided by Robert Taylor at Barclay Taylor Solicitors

For a £450 flat fee he will;

Put **EMPLOYMENT CONTRACTS** in place for new or existing staff

Ensure **CONFIDENTIALITY AGREEMENTS** are enforceable

Ensure that any **TENANCY AGREEMENTS** are appropriate and enforceable on termination of employment

Check new staff have the right to work in the United Kingdom

For more information contact Jane Urquhart at info@janeurquhart.com