

Job Description: Clerk

Our Vision

To sustain and grow a successful, safe and caring community by representing and serving the best interests of those members who live or invest in it.

Our Values and Objectives

To improve the Quality of Life and healthy living for people of the Parish

Building upon the character and community spirit within the Parish

Addressing all residents' needs and encouraging all social sectors of the community to develop as an inclusive and vibrant community

To embrace progress and provide high standard cost-effective services

To promote and represent the best interests of the village

Job Summary

The Clerk of the Parish Council will be responsible for the administration of the Council's business. The Clerk is to be encouraged to utilise the potential resources of the Councillors to fulfil this role. This position is managed through the HR (Human Resources) committee.

Act as Proper Officer (PO) and Responsible Financial Officer (RFO)

Fulfil the role of Council and Committee Secretary

Purchase goods and services on behalf of the Council

Liaise with other authorities and bodies as the representative or spokesperson of the Council

Manage the day to day business of the Parish Council

Manage the Council's land and property assets

Manage projects that deliver the objectives of the Parish Council

Subject to an annual Personal Appraisal and Development Review

Acquire and update the necessary professional knowledge required for the role

Comply with all mandatory policies created or adopted by the council

SPECIFIC RESPONSIBILITIES:

PROPER OFFICER (PO):

The Proper Officer of the Council is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. They will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Proper Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed is accountable to the Council for the effective management of all of its resources and will report to them as and when required.

RESPONSIBLE FINANCIAL OFFICER (RFO):

The RFO is responsible for preparing the financial reports of the Parish Council covering budget monitoring, fund balances, invoices, receipts and payments to date, payment of accounts and other relevant current matters. This includes maintenance of records for audit, VAT and other tax purposes.

Research and bring forward opportunities to apply for grants to support the village and council

As RFO you have the authority to pay, without prior council agreement, for single items up to the value of £50, but not exceeding a monthly total of £100. These payments must be authorised by the council at the next meeting.

Carry out the councils banking requirements, both online and physical (cheque production and branch visits if required).

HEALTH and SAFETY:

Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

COUNCIL ADMINISTRATION:

Prepare agendas, minutes and actions for all Council meetings, and attend as far as practicable

Issue notices of meetings with agendas using the village communication methods

To receive all correspondence and documents received on behalf of the council, and deal with or bring to the councils attention

To issue correspondence as a result of instruction by the council or its policies

Support all councillors in their duties and act as a representative of the council to build effective relationships with the residents and all those who invest in the village

Ensure the councils liability / insurance responsibilities are up to date and within compliance of the councils needs and demands

Check weekly (as a minimum) the councils email account(s) and respond accordingly to their content, including bringing to the councils attention

Maintain all documentation (including deeds, contracts, legal, financial, insurance, agendas, minutes, actions) in a safe, secure and confidential manner. This includes all documentation on the council computer, for recording and monitoring purposes, with secure and effective backups

To continue to acquire the necessary professional knowledge required for the role

To report to the HR Sub-Committee, Council Chair and or Vice Chair as appropriate, immediately of any problems or issues that will adversely affect the carrying out of your duties or the councils effectiveness or standing within the community

Any duties commensurate with the post as agreed with the council and clerk

WORKING HOURS:

The Clerk is expected to perform their duties within the allocation of 16 hours per month.

Overtime payments can be made and should be agreed in advance if possible, and presented to the next council meeting for agreement.

The Clerk is also able to claim expenses in agreement with the council.

All payments must conform to the council's expenses and allowances policy.