



## **OAKLEY & DEANE PARISH COUNCIL**

### **THE PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**The Clerk** is employed by the Council to provide administrative support for the Council's activities.

Any other staff, although employed by the Council, answer to the Clerk who is their manager and is responsible for their performance.

The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk can be asked to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate choices.

The Council is responsible for all decisions and that the Clerk takes instructions from the Council as a body. The Clerk is not answerable to any individual Councillor - not even the Chairman. The Council must be confident that the Clerk is, at all times, independent, objective and professional.

The Clerk is also the Responsible Financial Officer and as such is responsible for all financial records of the Council and the careful administration of its finances.