

Job Description

Clerk to the Council

Overall responsibilities

The clerk to the council will be the proper officer of the council and as such is under statutory duty to carry out all of the functions, and in particular to serve or issue all notification required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk 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 will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the responsible financial officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific responsibilities:

1. To ensure that the statutory and other provisions governing or affecting the running of the council are observed.
2. To monitor the balance of the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another officer.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

8. To study reports and other data on activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To manage the day to day running of the Council's burial ground including management of all cemetery records and dealing with the public, funeral directors and contractors in respect of services provided within the burial ground.
10. To manage the day to day running of the Playing Field, including arranging of the annual safety checks, maintain playing field records, managing bookings, liaising with members of the public and contractors.
11. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and advise on practicability and likely effects of specific course of action.
12. To supervise any members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as a representative of the Council as required.
15. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement decisions made at the assemblies that are agreed by the Council.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
17. To attend training courses or seminars on the work and role of the clerk as required by the council.
18. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the council: Suggested membership of your professional body The Society of Local Council Clerks.

20. To attend the conference of the National association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

CLERK TO ST DENNIS PARISH COUNCIL

JOB DESCRIPTION OUTLINE

Attendance at all meetings of the Parish Council and associated committees, including preparation of agendas and accurate minutes.

To promptly and efficiently carry out Administrative duties as required by the Council, i.e. responding to letters, emails, telephone calls, cemetery/funeral arrangements, statutory notices and liaise with the Parish Councillors when emergencies may arise.

To act as the responsible financial officer to the Council, to include upkeep of all records, peroration of accounts for internal and external audits, production of quarterly analysis figures, preparation of figures to support the application of the Parish rate (Parish Precept), PAYE and NIC, payment of invoices and recording of receipts.

Maintain and inventory of Parish Council assets.

Liaise as required with various committees of the Parish Council, Funeral Directors and Casual Workers.

To provide all necessary documents to comply with various Government Acts i.e. Freedom of Information, Race Equality, Discrimination, Crime and Disorder etc and arrange for these documents to be reviewed annually by the General-Purpose Committee of the Parish Council.

To liaise with Cornwall Council, assist with preparations of Local Parish Council elections and vacancies within the Parish Council.

To ensure that the playing field, open spaces, cemetery, and Footpaths are maintained to a high standard.

To act as line manager for all staff that are employed by the Parish Council.

Manage and maintain the Parish Council website and social media accounts

Please note: This is not an exhaustive list and is subject to change as and when required.