

JOB DESCRIPTION - CLERK TO THE COUNCIL

OVERALL RESPONSIBILITIES

The Clerk to the Council is the Proper Officer of the Council and as such, 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. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function 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 Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. He or she is accountable to the Council for the effective management of all its resources and reports to them as and when required. The Clerk, as the Responsible Financial Officer, is responsible for the financial records of the Council and the careful administration of its finances, with the assistance of a nominated Council member if required.

SPECIFIC RESPONSIBILITIES

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To maintain, monitor and balance the Council's accounts and prepare records for audit and VAT purposes, with the assistance of a nominated Parish Councillor if required.
3. To ensure that the Council's obligations to insure against all relevant risks are properly met.
4. To prepare, in consultation with appropriate Chairmen, agendas for meetings of the Council and its Committees; to attend such meetings and prepare minutes for approval (with the exception of Planning which is the responsibility of the Planning Assistant).
5. To ensure that the decisions of the Council and of its Committees are implemented and followed up where necessary.
6. To receive correspondence, emails and documents on behalf of the Council and to deal with the correspondence, emails 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 maintain cemetery records and liaise with undertakers and others regarding burials and memorials. In consultation with the Chairman of CAP Committee, the Clerk is responsible for H&S review and oversight of the cemetery and the annual review/recommendations for change of fees..
9. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
10. To draw up both on his/her own initiative and, as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on their practicability and the likely effects of specific courses of action.
11. To liaise with contractors employed by the Council and to undertake all necessary activities in connection with their, contract renewal / revision, remuneration, conditions of employment and standards / completion of work in line with defined contract requirements.

12. To monitor the implemented policies of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications or the need for additional policies.
13. To act as a representative of the Council as required at meetings with Wiltshire Council, other Parish Councils and organisations.
14. To issue notices and prepare agendas for the Annual Parish Meeting, to attend such meeting and prepare minutes. To issue notices, prepare agendas and write notes of other (Special) Parish Meetings.
15. Being the focal point for all interaction with the Council, to promote good communications internally with members of the Council and externally with local residents and other agencies with whom the Council works. This includes:
 - keeping the Parish notice boards up to date
 - writing monthly contributions for the Parish magazine - Redhorn News on the work of the Parish Council including one which is the annual report of the Council.
 - as webmaster for the Parish Council and Community Website, ensure that this is maintained in an up to date and informative manner. To develop and improve website design and content in consultation with the Website Steering Committee.
16. To assist the Parish Council to remain accredited as a Quality Parish Council by meeting and maintaining the standards required, including:
 - Obtaining the necessary clerks certification - the Certificate in Local Council Administration (CILCA)
 - Preparation and submission of the re-accreditation portfolio when due for renewal.
17. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
18. To attend training courses on the work of the Clerk and the work of Parish Councils as required by the Council.
19. To undertake other administrative duties as required.

Updated November 2012 following the Annual Review

Approved by the Chairman – Nicky Mitchell - November 2012