

Bergh Apton Parish Council

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council/Town Clerk will be 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 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 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. The Clerk will be the Data Protection Officer for the Council, maintaining independence from the processes involved.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations in regard to Risk Assessment and Insurance 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.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
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 of the Council and on matters bearing on those 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 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 practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. To maintain website in accordance with government guidelines.
17. **Before Parish Council meetings**
 - a. Meet, telephone or email Chairman on a regular basis to ensure all duties are carried out.
 - b. Find convenient dates for hall, Chairman and Councillors
 - c. Book hall
 - d. Five days (ie allowing three clear working days) before meeting issue agenda and minutes of last meeting to Councillors and on notice boards.
 - e. Attend meeting with all necessary paperwork, take minutes and give advice where requested.
18. **After Each Meeting**
 - a. Meet, telephone or email Chairman to ensure all duties are carried out.
 - b. Return planning applications with decision and comments by email to District Council.
 - c. Send cheques and paperwork where instructed.
 - d. Write letters/emails agreed by the Council.
 - e. Research items for next meeting.
 - f. Write minutes of meeting.

19. Accounts

- a. Ensure that all necessary payments are made to creditors ie put item on agenda and, when agreed by Councillors, make out cheque, obtain signatures, make out remittance advice and send.
- b. Ensure that precept payments are received from SNC.
- c. Reconcile bank account balances monthly.
- d. Reclaim VAT when applicable (normally annually).
- e. Make up annual accounts for presentation at the annual parish meeting and arrange for internal auditor to inspect accounts annually.
- f. Complete audit forms from external auditor and present for agreement and signature in time for requested return date. Put up notice regarding parishoners' rights of inspection of accounts with dates and times when available.
- g. Present regular budgets at meetings and annually estimated funds needed for next financial year. Present figures to Councillors and return precept documents with Council's decision.
- h. Account for all expenses including postage, stationery, telephone and internet charges, travelling expenses etc and provide receipts.