

# Seend Parish Council

## Parish Clerk and Responsible Financial Officer

### Job Description

#### Overall Duties

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 of a local authority's Proper Officer, and in particular to serve or issue all the notifications required by law.

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 Authority's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates, and will commit themselves and the Council to an ethos of public service.

#### Ensuring compliance with legal duties

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- Council Constitution and Data Protection Policies – ensure all policies are kept up to date and revised with any new versions from NALC, and put before the Councillors for re-adoption each year.
- Ensure that the Parish Council's website contains all the documentation and financial records needed to meet the Transparency requirements.

## **Managing Parish Council, Committee, and Parish meetings**

- Prepare informative agendas for meetings of the Council, in consultation with appropriate councillors.
- Attend all meetings of the Full Council and any sub-Committees, take a formal Minute of the meeting and create an Action Log in the minutes. Ensure that these actions are taken in a timely manner.
- Follow-up, diligently, non-responses from correspondence sent by the Clerk
- Prepare, and agree with the Chairman and Vice Chairman, the agenda for meetings at least one week before the next meeting
- Serve all councillors, by email, delivery or post a summons confirming the date, time and venue together with the agenda and all relevant papers for the council meeting five to seven days before the date of the next meeting. Put the agenda on the 5 main noticeboards and on the PC website.
- Issue notices and agendas for the Parish Council's annual meeting and the annual Parish Meeting. Ensure sufficient copies of papers and documents are available for members of the public attending the Annual meeting. Attend and minute these meetings and implement the decisions made that are agreed by the Council

## **Delivering the Parish Council's Strategic Purpose**

- Update the Council's business and financial plan and monitor progress of schemes.
- Bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate councillors, respond on behalf of the Council.
- Prepare a monthly summary of all incoming and outgoing correspondence for presentation at each Council meeting.
- Draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with specialists in particular fields and produce reports for circulation and discussion by the Council.

## **Carrying out the business of the Council**

### **Parish Administration**

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format

- Place and manage orders for the purchase and supply of goods and services
- Ensure the letting and effective management of Parish allotments.
- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the annual review of Risk Management Strategy. Risk assessments must be carried out for any Council organized events.

## **Financial management**

- Manage the annual budget for Council and prepare financial statements as required.
- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept and that internal checking regimes are established.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales.
- Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Prepare Clerk expenses and mileage claims, with receipts, every three months and before the commencement of the respective Council meeting. To be checked by the Chairman prior to the meeting and to be made available for inspection by councillors at the meeting.
- Prepare cheques for signature for payment of accounts at Parish Council meetings.
- Prepare the end of year accounts and provide all documentation required by the Internal and External auditors including the completion of the AGAR (Annual Governance and Accounting Return) and following the correct procedure and timetable for the publishing of the accounts.
- Keep updated the Council's Asset register and ensure the assets are correctly valued in the Council's insurance policy. Twice yearly inspection of the assets should be undertaken as a minimum.
- Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and electronic communication, of or concerning the Council or its staff
- Ensure that all financial, written records are backed-up regularly and are kept in a place other than the Clerk's office. The Chair of the Parish Council should also have the access code to this account in the event that the Parish Clerk is in some way incapacitated.
- Research and bring forward opportunities to apply for grants to support Parish Council activities

## **Employment**

- Manage their own work and agreeing her/his job description and annual work plans, and contributing positively to reviews of performance
- Work collaboratively with the Chairman to draw up a monthly work plan based on this Job Description.
- Monitor and report regularly on progress and hold an annual review by the end of April the following year.
- Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- Attend training courses or seminars on the work and role of the Clerk, as agreed with the Council.
- Maintain records of working hours, leave etc. and present these to the Council
- Participate in an annual review of the work of the Clerk with a member of the Council and identify any learning and development needs arising from that review.

## **Communications**

- Manage the Parish Council's website and ensure it is accurate and up to date.
- Manage the Parish Council's Facebook page.
- After a Parish Council meeting prepare a draft of the minutes, circulate it to councillors and make any amendments as required. Submit an edited version of the minutes for inclusion in Spotlight and put draft minutes on website, changing them to approved minutes after the following meeting.
- Identify items to post on the website and in Parish magazine.
- Devise new ways to communicate with our community in order to find out their priorities and requirements.
- Advertise the dates of the next Parish Council meeting on the five village notice boards at Seend Cleeve, the Post Office and Sells Green, one week before the date of the next meeting.
- Ensure that any correspondence from Parishioners is acknowledged within four working days. Any action points identified at the Parish Council Meeting must be actioned within seven working days.
- Attend, as a representative of the Council, Society of Local Council Clerks, and other relevant bodies, as appropriate.
- Represent the Parish Council at the Area Board meetings and CATG if the assigned Councillor is unable to attend.
- Work co-operatively with the media to promote the role and a positive public perception of the Council.
- Work with Councillors in the preparation of Press releases and other media engagement. Issue, and monitor outcomes from, all Press Releases and ensure

that the Council's legal responsibilities have been adhered to, the reputation of the Council is protected, and that there is consistency of style including branding.

- Act as the representative or spokesperson of the Council as required.

#### **Other Duties**

- Attend monthly evening meetings of the Council and occasional sub committees meetings and other events as necessary.
- Carry out such other responsibilities and functions as shall from time to time be required