

# **JOB DESCRIPTION**

## **Clerk to the Council**

**Title:**

Clerk to the Parish Council

**Overall responsibilities:**

The Clerk to the Council 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 instructions of the council in connection with its function as Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions. 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 be responsible for all the financial records of the Council and the careful administration of its finances.

**Specific Responsibilities:**

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure the Council's obligation to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and bring such items to the attention of the council. To issue correspondence as a result of the instructions of, or known policy of the Council.
- 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 to ensure payment is received.
- 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.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.

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- To draw up both on his own initiative and as a result of suggestions by Councilors proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
- To act as a representative of the Council as required.
- 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.
- To attend all meetings of the Council and all meetings of its committees.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses on the work and role of the Clerk as required by the Council.
- To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the Council as required.
- To keep Burial Register, Register of Graves Spaces, Register of Purchased graves; Provide a good service to Funeral Directors and members of the public. To ensure that the ground is maintained in a good condition.
- To oversee the effective maintenance and repair of footway lighting in accordance with contracts.
- To collect allotment rents, regularly monitor and report on the state of the plots.
- To liaise with the Village Hall Managements Committee on the day to day running of the Village Hall and attend their monthly meetings.
- To oversee the maintenance of the Play Area equipment and surfaces to ensure they are in a safe and satisfactory condition at all times.
- To oversee amenity cleaning contracts, hedge and grass cutting and monitor contractors worksheets where appropriate.