

# Luckington & Alderton Parish Council

## Parish Clerk Job Description

Version 1, 18 June 2015

### General Responsibilities

The Clerk to Luckington and Alderton Parish 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 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.

### Specific Responsibilities

- Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- Receive and action correspondence and documents on behalf of the Council and bring such items to the attention of the Council.
- Issue correspondence as a result of instructions of the Council.
- Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff.
- Prepare, in consultation with appropriate members, agendas for meetings of the Council.
- Attend all such meetings and subsequently prepare minutes for approval.
- Monitor and balance the Council's accounts and prepare records for audit purposes and VAT and prepare the annual budget.

- Administer the Council's cemetery and negotiate with funeral directors and other interested parties.
- Ensure that the Council's obligations for risk assessment are properly met.
- On own initiative and as a result of suggestions by Councillors draw up proposals for consideration by the Council and advise on practicability and likely effects of specific courses of action.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- Act as the representative of the Council as required.
- Issue notices and prepare agendas and minutes for the Annual Parish Meeting.
- Attend the Annual General Meeting and implement decisions made at the Meeting that are agreed by the Council.
- Prepare, in consultation with the Chairman, press releases about the activities and decisions of the Council.
- Publish documents and other appropriate content on the Council's website in accordance with the relevant Council policies.
- Attend training courses or seminars on the work and role of the Clerk as considered suitable by the Council.
- 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.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- 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.
- Carry out other relevant duties which from time to time may be requested by the Council.