

Great Wilbraham Parish Council

Clerk to the Council

Job Description

Overall Responsibilities

1. The Clerk is the principal executive and advisor to the Parish Council¹, and the officer responsible for the administration of its financial affairs. The Clerk is both the 'Proper Officer' and 'Responsible Financial Officer'. In the former capacity, the Clerk is under a statutory duty to carry out all of the functions of a council's Proper Officer and, in particular, to serve or issue all of the notifications required by law. As the Responsible Financial Officer, the Clerk is accountable for the maintenance of the Council's financial records and the proper administration of its finances.
2. Accountable for ensuring that the instructions of the Council are carried out, the Clerk is expected to advise and give clear guidance to the Councillors. They have a key role in advising the Council on governance, ethical and procedural matters, assisting in the formation of policies and producing the information required for effective decision-making. The Clerk will understand the issues confronting parish councils, and the environment within which they operate, and will commit themselves to an ethos of public service. Accountable for the effective management and use of all of its resources, the Clerk will report to the Council on its assets as and when required.

Generic and Specific Responsibilities

3. Ensuring compliance with the statutory and other provisions governing or affecting the running of the Council.
4. Monitoring and balancing the Council's accounts, preparing budgets, and records for audit and VAT purposes.
5. Ensuring that the Council's obligations for both Risk Assessment and Health & Safety are properly met.
6. Preparing, in consultation with appropriate members, agendas for meetings of the Council and Committees. Attending those meetings, ensuring that they are conducted correctly, and subsequently preparing minutes for approval.
7. Managing any contractors or other employees engaged by the Council. Ensuring that HR best practice is followed, with appropriate records, systems and procedures.

¹ Hereafter referred to as "The Council".

8. Receiving correspondence and documents on behalf of the Council, bringing, when appropriate, items to the attention of Councillors. Issuing correspondence as a result of instructions or the known policies of the Council.
9. Ensuring that the Council's banking services are appropriate and efficient. Receiving and reporting on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Issuing invoices on behalf of the Council for goods and services and ensuring payments are received.
10. Administering the Council's responses to planning applications, ensuring that considered responses are provided to the District Council in a timely manner.
11. Studying reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, discussing such matters with administrators and specialists in particular fields and producing reports for circulation and discussion by the Council.
12. Developing proposals for consideration by the Council, both on their own initiative and as a result of suggestions by Councillors. Advising on practicability and likely effects of specific courses of action.
13. Monitoring the implemented standing orders, procedures and policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications. Ensuring that a list of policies and procedures is produced annually: reviewed and updated as appropriate.
14. Acting as the representative of the Council, as required.
15. Issuing notices and preparing agendas and minutes for the Annual Parish Meeting (APM). Attending those meetings and implementing those decisions made that are agreed by the Council.
16. Taking responsibility, with others, as appropriate, for the Wilbrahams website and the content related to the Parish Council. Preparing, in consultation with the Chair, press releases and social media content about the activities of, or decisions of, the Council.
17. Attending training courses or seminars on the work and role of the Parish Clerk, as required by the Council. Working towards the achievement of the Qualified Clerk status, as a minimum requirement for effectiveness.

Additional Responsibilities

18. Displaying any public notices, including agendas and minutes of meetings, together with any supporting information, on the village noticeboards and website.
19. Preparing applications for grants, when directed by the Council.

20. Acting as the Burials Officer, administering the necessary records in respect of the Parish Cemetery and supporting Councillors in the purchase and maintenance of assets.

21. Maintaining, under the direction of Councillors, all Council-owned assets such as land, allotments, trees, paths, hedges, grass, ditches and equipment, including the defibrillator, ensuring that appropriate contracts are in place. Collecting fees paid for the rental of Parish assets. Arranging appropriate insurance.

22. Supporting the induction of new Councillors and arranging their attendance of training.

23. Performing other such responsibilities and functions as shall from time to time be required by the Council.

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