MAWSLEY PARISH COUNCIL

JOB DESCRIPTION: CLERK TO THE 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 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

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 for Risk Assessment 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. Other than where such duties have been delegated to another person.

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 attend training courses or seminars on the work and role of the Clerk as required by the Council. If not CILCA qualified, to obtain CILCA qualification within 18 months of appointment.

14. 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.

15. The Parish Clerk is the main public face of the Council. Therefore it is important that the highest standards of presentation of the Council’s business are maintained.

The Clerk is particularly required to:

- Ensure that Minutes of meeting are completed and published within 14 days of the meeting date; are clear for members of the public to be able to understand; and are grammatically correct.

- Ensure that the Council’s notice boards are kept up to date.

- Ensure the Council’s website is kept up to date; and that items no longer of relevance are removed promptly.

- Ensure that communication with members of the public, councillors and all other organisations is prompt and comprehensive.

16. Other requirements of the Clerk:

- All papers for meetings are to be circulated no later than with the agenda.

- Ensure that paper copies (i.e. in addition to electronic copies) are kept of key contracts and agreements; and that these copies are available at the annual audit.

- Ensure that up-to-date copies are obtained from The Centre at Mawsley of all of their Risk Assessments, insurance policies and other statutory certificates.

- To ensure that the IT & Data Security Policy is followed at all times.