

Person Specification Parish Clerk/

	Essential	Desirable
Qualifications	Strong literacy and numeracy skills. Key board and word processing skills.	5 or more GCSEs to include English and Maths. Local Government or CiLCA qualifications/accreditations.
Previous experience	Secretarial/administration including taking minutes, organising and attending evening meetings. Experience of managing Scribe accounts package. Experience of interacting positively with the public.	Previous Local Government experience. Experience of progressing and concluding actions from meetings.
Skills	Ability to organise, prioritise, problem solve, self-motivate and work alone. General presentation/public speaking abilities. Able to maintain good relationships with Councillors, contractors and public.	
IT	IT literate with knowledge of the Microsoft Office suite. Can input data and produce accurate financial reports and end of year accounts.	Experience of using:- <ul style="list-style-type: none"> • Parish Online mapping • Scribe accounts package. • Website content management systems. • Social Media/online newsletter software in a professional context
Other	Able to work from home. Ability to store Council files as necessary. Ability to work flexibly when required, to meet the needs of the Council.	Full driving licence and transport.

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 solely 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 to make effective decisions and to implement all decisions made by the Council. 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 all statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts monthly, and compile regular VAT Reclaims.
3. Ensure PAYE/NI/Pension liabilities are up to date and procedures are followed.
4. To compile end of year accounts for audit.
5. Liaise with the Internal Auditor and External Auditors and provide all information requested in a timely manner.
6. To ensure that the Council's obligations for Risk Assessment are properly met.
7. 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.
8. To attend all meetings of the Council and all meetings of its committees, sub-committees.
9. 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.
10. Respond to planning applications within the specified timeframes and in accordance with the adopted national and local planning policies.
11. 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.
12. 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.
13. To draw up both on his/her own initiative and as a result of suggestions by Councillors, make proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
14. To monitor the implemented policies of the Council to ensure they achieve the desired result and where appropriate suggest modifications.

15. To act as the representative of the Council as required.
16. To manage and organise community events, i.e. annual Service of Remembrance and fun days.
17. To issue notices and prepare agendas and minutes for the Annual Parish Meeting and Annual Meeting of the Parish Council: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
18. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
19. To maintain the Council's website on a regular basis.
20. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
21. 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.
22. 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.

Parish Council Meetings

Set up facility for audience/visitors to sign in

Attend monthly Council meetings in a timely, well presented and organised manner, with concise paperwork available

Ensure guest speakers are provided with appropriate information for the meeting and are reminded of their attendance

Provide clear and relevant supporting handouts

Be mindful of meeting regulations and practices to ensure compliance of procedures

Attend Extraordinary and Committee Meetings when required

Planning

Following a Parish Council meeting, respond to planning applications by referring to WODC's Local Plan 2031 and the National Planning Framework policies ensuring the planning deadline is met.

When sending by email, ensure that confirmation of safe receipt is acknowledged. Liaise with District Councillor(s) to request that applications are considered by the Lowlands Sub-Planning Committee when required.

File all planning applications retaining for a 2 year period, ensuring the Parish Council's response is attached to the paperwork. Everything is on the system now, so ensure application and Councillors decisions are filed there

Create and submit planning applications with supporting documents, when required

General Admin

Upload payments promptly after authorisation at Parish Council meeting.

Respond to emails and letters. Bring these to the attention of the Council as necessary

Draft agendas and meeting minutes. Distribute to Councillors once approved and add to village noticeboards and Parish Council website

Create and maintain action log to provide up to date information on the agenda topics

Display agendas and notices on noticeboard in timely manner. (Agendas MUST be published on website and on noticeboards 3 clear working days prior to meeting)

Clean noticeboards when required

Write communication articles and submit within required timescales

Maintain a log of when the hall/meeting room is hired to ensure correct payment of annual invoices

Monitor cutting of the grass verges by contractors to ensure correct payment of monthly invoices

Draft newspaper articles and advertisements, dealing with the media as guided by the Council

Create publicity information/general notices when required ensuring the Parish Council contact details and logo are displayed

Finance

Correspond with village organisations in readiness for Precept meeting. Draft and display Precept Notice. Grant cheques are paid to organisations after approval at April and October meetings

Maintain Precept accounts ensuring previous years' figures are detailed for reference. Also, analyse previous years' expenditure in order to set an accurate Precept for the forthcoming year. Ensure the Precept Request Form is completed and returned to WODC within timescales. (Failure to do so could mean no income for the following year)

Ensure all financial paperwork is filed appropriately

Create allotments and water invoices in March each year – administer allotments waiting list on a first come, first served basis for villagers (priority given to those living in the village). Ensure payments are received in a timely manner

Regulatory

Complete end of year financial statements and audit are completed within the required timescales. Ensure that all paperwork is displayed on the noticeboards as required by law

Work with Internal Auditor as appropriate

Perform 6 monthly risk assessments

Maintain and review Parish Council asset register

Review insurance requirements and needs as appropriate

Review and bring forward for approval to Council all policies and procedures at least annually

Website

Update planning information promptly

Update all other webpages on a regular basis (particularly meeting minutes and agendas in pdf format)

Monthly Actions

Update actions spreadsheets from meeting minutes and pursue jobs as efficiently and timely as possible

Liaise with OCC/WODC regularly to pursue actions

Action parishioner queries promptly and pursue as necessary

Back up computer weekly to an external hard drive

Service of Remembrance

Organisation and co-ordination of Service in liaison with village organisations and individuals

Supervision of Contractors

Direct responsibility for the supervision and co-ordination of contractors and volunteers

Allocate work to contractors (including checking for understanding, reviewing any health and safety issues and ensuring ability to perform task within timescale)

Check contractor's invoices and expense claims for payment