

## **Job Description - Clerk to the Council**

### **Overall responsibilities**

The Clerk to the Council is the Proper Officer of the Council and as such is under 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 Clerk is accountable to the Council for the effective management of all its resources and reports to the Council as and when required.

### **Specific responsibilities**

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations to insure are properly met.
3. 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.
4. To receive correspondence and documents on behalf of the Council and to deal with correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
5. 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.
6. To draw up both on own initiative and as a result of suggestions by Councillor's, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
7. 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 salaries, conditions of employment and work of other staff.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as a representative of the Council as required.

10. To issue notices and prepare agendas and minutes for the annual parish assembly: to attend meeting and implement the decisions made at the assemblies.
11. To attend all meetings of the Council (and its Committees if requested.)
12. To prepare, in consultation with the Chairman, press releases about activities or decisions of the Council.
13. To attend training courses on the work and role of the Clerk as required by the Council.

**Responsible Financial Officer**

To carry out all duties as defined in the Financial Regulations of the Parish Council.