

ALCONBURY WESTON PARISH COUNCIL

Parish Clerk: Alison Brown
Chair: Mark Waring

email: parishclerk@alconburyweston-pc.gov.uk

ROLE DESCRIPTION: PARISH CLERK TO COUNCIL

1. Role Description

The Clerk to the Parish Council is a legally defined role and is accountable for the overall administration of the Parish Council.

Their primary responsibilities include:

1. Implementing the decisions of the Parish Council;
2. Providing advice when appropriate specialist advice is obtained or required;
3. Contributing to development of plans and setting of objectives or priorities for the Parish Council;
4. Ensuring the Parish Council comply with its legal obligations and responsibilities;
5. Allocation and management of Parish Council resources;
6. Managing information and communications on behalf of the Council;
7. Maintaining the Parish Council website;
8. Acting as the Responsible Financial Officer ensuring the effective administration of the Parish Council's finances.

2. This role is responsible and accountable for:

1. Ensuring statutory and other provisions governing or affecting the running of the Parish Council are observed;
2. Monitoring and balancing the Parish Council's accounts and prepare records for audit purposes and VAT;
3. Preparing, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval;
4. Managing all employees and contractors engaged by the Parish Council. This includes ensuring all HR practice is undertaken using appropriate record recording, systems and procedures, which meet good practice standards;
5. Receive all correspondence and documents and when appropriate or instructed by the Parish Council deal with the correspondence or documents or bring such items to the attention of the Parish Council for review or decision;
6. Review reports and information relating to the activities of the Parish Council and where necessary consult with specialist or advisors and produce reports for consideration and decision by the Parish Council;
7. Ensure that the Parish Council meets its statutory duties in all aspects of its activities as a provider of services to its community and as employer;
8. Receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met in a timely fashion. To issue invoices on behalf of the Parish Council for goods and services and to ensure payment is received;
9. Ensure that the Parish Council's banking services are appropriate and are efficient;

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10. Records concerning services, activities and its employees are properly maintained and are stored so the Parish Council complies with good practice standards;
11. Ensure that all policies and procedures remain relevant and are kept up to date;
12. In consultation with members of the Parish Council prepare an annual operational/performance plan prior to the beginning of each Council year. The plan should identify 'key' activities, issues or priorities which will need to be addressed;
13. A list of policies and procedures is prepared and a plan for review and updating is agreed and implemented annually;
14. Attend local events or other meetings, as required, as the representative of the Parish Council;
15. Prepare, in consultation with the Chair, social media and press releases about the activities of, or decisions of, the Parish Council;
16. Act at all times in accordance with good health and safety practice without exposing either themselves, colleagues and others to risk or hazards;
17. Undertake any other work that is commensurate with the salary or grading of this job role.