

NEW WALTHAM PARISH COUNCIL

JOB DESCRIPTION FOR CLERK OF THE COUNCIL

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all of 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 responsible for ensuring that the instructions of the Council in connection with its functions 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 by the Authority's activities and in particular to produce all the information required for the making of effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council, and the Council alone, for the effective management of all of its resources and will report to the Council as and when required.

A separate job description has been prepared for the Responsible Financial Officer aspect of the Clerk of the Council role.

1. The Clerk will carry out all of the functions conferred on the Proper Officer by statute or otherwise.
2. The Clerk will be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with.
3. The Clerk will prepare the agendas for meetings of the Council, and its committees, and will attend such meetings and will prepare the minutes of such meetings for submission to the Council for approval.

Appropriate members of the Council will be consulted before the issue of relevant agendas.

4. The Clerk will prepare the agenda for, attend and prepare the minutes of the Annual Parish Meeting and any other such meetings held during the year,
5. The Clerk will receive correspondence and documents on behalf of the Council and deal with correspondence or documents or bring such items to the attention of the Council. The Clerk will issue correspondence as a result of the instructions of, or the known policy of, the Council.
6. The Clerk will study reports and other data on the activities of the Council and on matters bearing to those activities. Where appropriate, the Clerk will discuss issues with Officers of the Principal Authority, with administrators, with specialists in particular fields and any other Officer source he or she feels necessary.
7. The Clerk will be responsible for ensuring that all decisions of the Council, its committees and sub-committees are carried out promptly and accurately.

8. The Clerk will, if so required by Council or on his/her own initiative, review and report on the policies of the Council and how effectively they are being implemented, having regard to the principles of "Best Value" prescribed by or under statute.
9. The Clerk will be responsible for supervising other staff employed by the Council and ensuring that relevant statutory provisions covering the terms and conditions of employment of staff are observed.
10. Where the Council employs five or more staff, the Clerk will be responsible for preparing a Health and Safety Policy and submitting it to the Council for approval.
11. If so required by the Council, the Clerk will act as a representative of the Council at conferences, meetings, public enquiries and other similar events.
12. The Clerk will be responsible for preparing and keeping up-to-date a register of the Council's property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.
13. If so required by the Council, the Clerk will attend training courses on subjects relevant to their own responsibilities of the Clerk of the Local Council. In the normal course events the cost of training courses will be paid for by the Council.
14. If so required by the Council, the Clerk will prepare and issue information about the activities of the Council to the press and other media organisations. The Clerk will keep a register of all press releases given to the media.
15. The Clerk will be available to take calls from Councillors and the public during the office hour's period.
16. The Clerk will spend two hours per week working from New Waltham Community Hall & Pavilion to be available to Councillors and the public.
17. The Clerk will update the Parish Council Website with all agenda and minutes of meetings and maintain the social media platform.
18. The Clerk will collate, input and prepare articles for the Parish magazine which is published twice per year and manage the advertising of same.
19. The Clerk will take bookings and manage the electronic calendar for New Waltham Community Hall & Pavilion.