

AFFPUDDLE & TURNERSPUDDLE PARISH COUNCIL

PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

The clerk is the sole employee of the Parish Council. The clerk works for the Parish Council but largely under his or her own initiative. The Clerk also has certain responsibilities laid down in statute or regulations.

The Parish Council has no premises of its own and the Clerk's home acts as the Council office, to which all correspondence and telephone calls are directed.

Ideally the Clerk will have a dedicated work area at home where paperwork and equipment can be stored and used. Current equipment and resources include a laptop, printer and about a dozen reference folders and books.

DUTIES

Clerk

1. Correspond with the Chairman/Vice Chairman prior to every Parish Council meeting to prepare agenda in line with the perpetual calendar and check invoices for payment and correspondence matters.
2. Send agreed agenda and minutes to Parish Councillors and upload to the Parish Council website prior to the meetings within the statutory timelines.
3. Via Councillors, arrange for notices of parish meetings to be displayed on public notice boards.
4. Attend monthly Parish Council meetings (2nd Wednesday of the month), Annual Parish Meeting and other Parish Council meetings as required, to take minutes.
5. Write up minutes and submit drafts of Parish Council meetings to the Chairman & Vice Chair within 7 days of any meeting. Circulate to Councillors once agreed.
6. Provide advice and guidance to the Parish Council concerning its duties, statutory or otherwise. For example, matters associated with its Code of Conduct.
7. Co-ordinate meetings with Hall booking Clerk.
8. Dispatch cheques for payment of invoices.
9. Communicate Parish Council responses from meetings on planning applications to the Planning Authority when agreed by Chair and Vice Chair following the meeting.
10. Receive and log Parish Council correspondence (list of key items for minutes). Acknowledge these within 5 working days and respond to correspondence with approval of the Chair and Vice Chair after every meeting.
11. Circulate planning applications to the Parish Councillors on receipt.
12. Produce packs of correspondence/information items for circulation electronically to Councillors prior to each meeting.
13. Collate bids for any works contracts to be awarded by the Parish Council. Keep contracts under review and liaise with contractors as necessary.
14. Keep secure copy of Electoral Roll supplied by PDC for the parish.
15. Maintain the Parish Council filing system and archive filing older than 2 years.

16. Administer the Councils policy with regard to S137/S133 grants.
17. Liaise with the appropriate Authority with regards to matters concerning Roads & Highways, Elections, Planning Applications, Consultations and other matters as required and directed by the Chair.
18. Ensure that statutory documents are updated as and when necessary such as the Code of Conduct, Register of interests form etc. Ensure these are retained or sent to the relevant authority as necessary.
19. Maintain the Parish Website to include uploading agenda's, minutes, Parish Magazine articles and other Parish Council documentation as required.
20. Keep up to date with relevant legislation and attend training courses.
21. Arrange for the Parish Council's insurance to be reviewed annually, ensure sufficient cover is arranged and payment made.
22. Draft the monthly Parish Magazine article for approval by the Chairman.
23. Other duties as required by mutual agreement.

Responsible Financial Officer

1. Maintain financial control routines for the Parish Council.
2. Provide the Parish Council with monthly balances, financial statements & bank reconciliations for meetings.
3. Act as a point of contact with the Parish Council's banks and auditors.
4. Maintain cheque book, paying in book and file statement of accounts.
5. Maintain Invoice File for payments and receipts.
6. Prepare and update the Parish Council budget and half yearly budget report.
7. Advise on the setting of the Parish Precept.
8. Prepare Annual Accounts for auditing and complete relevant paperwork and statutory documentation.
9. Maintain core documents such as the Asset Register, Risk Assessments and Accounts.
10. Complete an annual VAT return or biannual if the amount being claimed only warrants a biannual return.
11. Publish accounting information as required by legislation.
12. Prepare Clerks wages for authorisation by Chair, submit monthly and annual HMRC submissions and ensure all statutory duties with regard to the employee are fulfilled.
13. Keep clear CIL records and adhere to the legislation around expenditure and publishing the information.
14. Be available during the specified time period for Parishioners to view the accounts.
15. Be aware and comply with the latest legislation.

The Clerk has a Contract of Employment based on the National Association of Local Councils (NALC) Society of Local Council Clerks model contract. The post is contracted at 34.66 hours per calendar month on National Salary Scale LC1, starting salary £10.16 per hour, with annual incremental progression inline with NALC scales. A mileage allowance is payable in accordance with current NALC rates for travel incurred with the job. The Parish Council is registered for PAYE. Holiday pay at the statutory rate will also be accrued and expected to be taken to avoid 2nd Wednesday of every month.

The Parish Council is a member of the Dorset Association for Parish and Town Councils, who are able to offer advice, guidance and training. Their web-site www.dorset-aptc.gov.uk provides general information on the work of the Parish Councils.

