

Stoke Upon Tern and Sutton Upon Tern Parish Council's

Job Description

Parish Clerk and Responsible Financial Officer

Overall Responsibilities

The Clerk to the Councils will be the Proper Officer of the Councils and as such is under a statutory duty to carry out all 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 Councils in connection with its function as a Local Authority are carried out. The Clerk is expected to produce all information required for making effective decisions and to record and implement constructively all decisions. The person appointed will be accountable to each Council for the effective management of all its resources and will report to them as and when required. The Clerk will be responsible for all the financial records of the Councils and the careful administration of its finances.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of both Councils are observed
2. To prepare, in consultation with appropriate members, agendas for all meetings of both the Councils and their committees; to attend such meetings and prepare minutes for approval.
3. To issue notices, agendas and minutes for meetings and to implement decisions made, as agreed, following a meeting.
4. To maintain each Councils financial accounts by recording transactions, regular bank reconciliation, quarterly financial reporting, annual VAT return and preparing end of year accounts for audit purposes. To ensure that each Council's obligations for Risk Assessment are properly met.
5. To ensure that each Councils obligations to insure are properly met, via relevant insurance policies.
6. To monitor the implemented policies of the Councils to ensure they are compliant and kept up to date achieving the desired result and where appropriate suggest modifications.
7. To receive correspondence and documents on behalf of the Councils and to deal with the correspondence or documents or bring such items to the attention of the relevant Council. To issue correspondence as a result of instructions of, or the known policy of the relevant Council.
8. To study reports and other data on activities of the Councils 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 relevant Council.

10. To draw up both on his/her own initiative and as a result of suggestions by councillor's proposals for consideration by each the relevant Council and to advise on practicability and the likely effects of specific courses of action.

11. To undertake all procurement activities on behalf of the respective Councils, ensuring compliance with Public Sector Procurement Rules, undertaking required tender processes and ensuring value for money.

12. To interrogate all invoices received by each Council and ensure value for money on all goods and services provided, ensuring invoices are reported to the Council and paid in a timely fashion. To issue invoices on behalf of the relevant Council for goods and services provided, ensuring payment is received.

13. To supervise any partners, volunteers and contractors in keeping with the policies of the Councils and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.

14. To act as a representative of each Council as required and attend any Conferences/Seminars as required.

15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the relevant Council.

16. To attend to the maintenance and administration of each Council's amenities, to include correspondence with users and contractors (this will include the cemetery for Stoke Upon Tern, undertaking to complete relevant bereavement course training). To manage/monitor projects to improve Parish amenities in accordance with each Council's agreed specifications.

17. To act as the conduit between councillors and members of the public, providing an effective, constructive and polite service to all stakeholders.

18. To undertake continuous professional development including attendance at training courses relevant to the role of Parish Clerk. Including working towards and maintaining status of Qualified Clerk and to undertake a bereavement course relevant to the sexton duties for Sutton Upon Tern cemetery.

19. To look for opportunities and apply for grant funding (applicants should have experience in this or willingness to learn). Development of devolved services working with contractors and other relevant parties as necessary.

20. To undertake other tasks allocated by each Council which are within the competence and capability of the post holder.

See below for further information current list of the Clerks tasks for each council.

Sutton upon Tern Parish Council

Weekly. (7hrs per week)

- Set weekly prioritised work programme.
- Check and respond to emails.
- Read any documents from SALC, NALC, Shropshire Council, Police and others and take any required actions.
- Circulate any planning applications and resolve a response with members.
- Scan grant funding sites for additional resources for parish projects.
- Follow up on existing project actions with partners, contractors, volunteers and Parish Councillors (Rights of Ways/litter picking).
- Filing (hard copy and on line back ups)
- Phone contact/follow up work
- Thinking time to develop innovatory ways of tackling parish issues/projects.
- Review weekly work programme ready for the following week.
- Any **URGENT** actions required.
- Log and communicate via shared website or email, all contacts with members of the public, statutory organisations, council representatives and other parishes.
- Minute and share via shared website or email, all meetings held with outside parties, such as local farmers, businesses, shops, etc.
- Ensure that all meetings are captured (where possible) for review at least Five (5) days before any Parish Council meeting.
- Ensure website and social media sites (Facebook, X etc) are updated, including any internal councillor only accessible information.
- Capture instances of good practice from other Parishes (where involved) and communicate to Sutton upon Tern (or vice Versa), ensuring that dialogues can be held.
- Agree any face-to-face meetings in advance with the Chair, etc. so that wider attendance can be enabled or local Councillors deputed to attend.
- Log and communicate via shared website or email, all contacts with members of the public, statutory organisations, council representatives and other parishes.

Bi-monthly.

- Liaise with Parish Council partners – Shropshire Councillor, RAF, Royal Irish Regiment, Police, School, MOD, Golf Club, Shropshire Council – projects: Community led Housing, bins etc.
- Prepare for payments/bank reconciliation, agenda, minutes and reports for the Parish Council.
- Updating project files.
- Follow up actions, issue cheques and write up the minutes from the Parish Council.

Quarterly/Annually.

- Continue to develop dialogue with reference to partners and the Strategic Development site at Tern Hill.
- Annual internal/external audit preparations, sign off and submission, budget and precept preparation, risk assessment and asset register preparation cross referenced with insurance documents.
- Development of at least one external funding project grant application, undertake relevant monitoring returns for previous years successful bid/s.
- At least two on line training/briefing sessions each year keeping up to date with any new practices/procedures etc.
- Annual site visit/inspections across the parish reporting potholes, signage, flooding etc. to fix my street.
- At least once a year Clerks meeting with Place Plan Officer (online/face to face).

Tasks currently done by others:

- Payroll (contracted).
- Internal & external audits (contracted).
- Inspection of assets (Parish Councillor)
- Defibrillator checks x 2 (to be transferred – Parish Councillor).
- External works – litter picking/drains/verges/footpaths – (contractor, partners, volunteers, Parish Councillors)

Stoke upon Tern Parish Council

Weekly. (average of 13hrs per week)

- Set weekly prioritised work programme.
- Check and respond to emails.
- Read any documents from SALC, NALC, Shropshire Council, Police and others and take any required actions.
- Circulate any planning applications and resolve a response with members via the Planning Committee and/or delegated powers with the Chairman of Planning.
- Scan grant funding sites for additional resources for parish projects.
- Follow up on existing project actions with partners, contractors, volunteers and Parish Councillors.
- Follow up any paperwork for on line bank payments for/with members.
- Filing (hard copy and on line back ups).
- Phone contact/follow up work.
- Thinking time to develop innovatory ways of tackling parish issues/projects, plus reading of any relevant policy documents locally, regionally and nationally that help understanding and briefings for the Parish Council.
- Review weekly work programme ready for the following week.
- Any **URGENT** actions required.
- Log and communicate via shared website or email, all contacts with members of the public, statutory organisations, council representatives and other parishes.
- Minute and share via shared website or email, all meetings held with outside parties, such as local farmers, businesses, shops, etc.
- Ensure that all meetings are captured (where possible) for review at least Five (5) days before any Parish Council meeting.
- Capture instances of good practice from other Parishes (where involved) and communicate to Sutton upon Tern (or vice Versa), ensuring that dialogues can be held.
- Agree any face-to-face meetings in advance with the Chair, etc. so that wider attendance can be enabled or local Councillors deputed to attend.

Bi-monthly.

- Liaise with Parish Council partners – Shropshire Councillor, RAF, Police, School, Church, Chapel, Parish Hall, Institute, Shropshire Council – projects: energy contract, highways & bins etc.
- Prepare for payments/bank reconciliation, agenda, minutes and reports for the Parish Council.
- Agendas and minutes uploaded on to the web site, including any other information required.
- Updating project files.
- Follow up actions, issues and write up the minutes from the Parish Council for proofing.
- Follow up with individual members any planning enforcement cases that need reporting.

Quarterly/Annually.

- Working group briefings: Audit and Highways.
- Follow up with Shropshire Council on housing needs within the parish.
- Management of the cemetery, liaison with Funeral Directors, Grave Digger and bereaved families – completion of paperwork and official forms in line with a Sexton duties, Clerk has already undertaken a bereavement course.
- Reminder for members about the Neighbourhood Plan and the renewal date.
- Management of the street lighting contract, reporting any lights that need repairs etc. and the contract renewal.
- Management of any contracts related to the Millennium Green at Stoke Heath, the K6 Kiosk at Eaton upon Tern and the Old Tip (amenity site) at Wistanswick.
- Develop the annual agreement with the three Community Champion Groups at Eaton upon Tern, Heathcotes and Wistanswick.
- Managed of external relationships with the Parish Hall, Dutton Close Residents Association and the Maurice Chandler Sports and Leisure Centre as and when required.
- Continue to develop dialogue with reference to partners and the Strategic Development site at Tern Hill.
- Annual internal/external audit preparations, sign off and submission, budget and precept preparation, risk assessment and asset register preparation cross referenced with insurance documents.
- Development of at least one external funding project grant application, undertake relevant monitoring returns for previous years successful bid/s.
- At least two on line training/briefing sessions each year keeping up to date with any new practices/procedures etc.
- At least once a year meeting with Place Plan Officer (online/face to face).

Tasks done by others:

- Payroll (contracted).
- Internal & external audits (contracted).
- Minutes for proofing (Parish Councillor)
- Inspection of assets (Parish Councillor)
- External works: drains/verges/footpaths/mowing of two sites– site visits to particular problem locations.