

## **JOB DESCRIPTION**

As a minimum, the Clerk shall undertake the following statutory duties and role responsibilities.

At all times, work shall be in accordance with Proper Practices and with due consideration to the Parish Council's published procedures, policies and guidance documents.

1. The Clerk is the primary point of contact for the Parish Council as a Corporate Body and will collate all matters received through multiple sources (e-mails, letter, phone, in person etc).
2. Whilst keeping Councillors fully informed, the Clerk will generally process any matters received in one of the following ways;
  - Add the matter to the next Agenda for consideration by the Full Council
  - Seek immediate advice from Councillors before dealing with the matter in an agreed manner.
  - Deal with the matter under the Clerk's approved delegated powers
3. The Clerk prepares the Committee Room at the Village Hall for the monthly meetings of the Parish Council and for this purpose is entrusted with access details for the Hall. Meeting dates to be agreed with Council and Village Hall Committee.
4. The Clerk prepares meeting agendas and takes the minutes at the monthly meetings of the Parish Council and the Annual Meeting of the Parish Council. These minutes are to be distributed and published in accordance with statutory legislation. They shall include monthly statements of income and expenditure plus other appropriate financial information.
5. The Clerk ensures that all statutory notices are displayed and advertised as required by law. This will include the Parish Council notice boards, Parish Council social media formats, Village website, Parish newsletter and any other media felt appropriate.
6. The Clerk will ensure any decisions made at the Parish Council meeting are implemented in a timely manner.
7. The Clerk must circulates Planning Applications and Consultation Documents to Councillors in a timely manner, such that they can be fully considered, discussed and formally responded to before any deadline is reached.
8. The Clerk engages and instructs the Parish Council's contractors on their duties when caring for Parish Council assets, which generally includes grass cutting of our land, hedge flailing, tree maintenance, inspection and repair of playground equipment, maintenance of notice boards, bus shelters, gates and fences, signage, ensuring safety and maintenance of the Church Road Smithy and any other asset that requires attention.
9. The Clerk is responsible for ensuring the defibrillator is checked weekly, that the litter picker operates weekly, that the playground monthly checks are completed and that the website is maintained monthly with issue of statutory documents such as agendas plus both draft and authorised minutes. The Clerk will act on any problems identified by these checks.

10. The Clerk shall liaise with WDC, WCC, Police and other bodies or individuals in connection with Council Business, which includes but is not limited to road maintenance, street lighting, emptying of bins, fly tipping, broken or obscured signs, antisocial behaviour and any other matter brought to the Parish Council's attention.
11. The Clerk shall update and maintain all of the Parish Council's policies, procedures, protocols and guidance documents, as required by the Transparency Code, liaising with the Village Website Manager as necessary to ensure compliance with statutory requirements.
12. The Clerk provides procedural and legal advice, guidance and best-practice instruction to Councillors as necessary and may consult with outside agencies so that such advice is accurate and timely.
13. The Clerk will ensure adequate insurance is maintained for the Council annually and will negotiate the best value for money that meets the required level of cover.
14. The Clerk will oversee and facilitate all requirements for Parish Council Elections, filling Councillor Vacancies, secondments, co-options and other actions necessary to maintain a full complement of 9 Councillors.
15. The Clerk collects ground rent annually from the Baginton Village Hall and rent and the recharged cost of buildings insurance quarterly from the under lessee of the Old Smithy in Church Road.
16. The Clerk ensures that the Village, including bus shelters, the Lucy Price Playground and the Millennium Field, is kept clean and tidy and instructs the Litter Picker accordingly. The District Council removes fly tipped rubbish as requested by the Clerk.
17. The Clerk carries out the function of the Responsible Financial Officer for the Council, in accordance with good practices, including but not limited to the Annual Governance & Accountability Return for Smaller Authorities, Budget, Precept, VAT reimbursement and maintaining all functions required by the Transparency Code.

#### **Responsible Financial Officer (RFO).**

As a minimum, the Responsible Financial Offer shall undertake the following in accordance with prevailing Proper Practices.

- a. Preparation of annual accounts.
- b. Preparation of Annual Governance and Accountability Return.
- c. Organise all audits required for the accounts, both internal and external.
- d. Prepare an annual budget in a timely manner.
- e. Set and report a precept to WDC in a timely manner.
- f. Receive, log and archive all invoices and requests for payment.
- g. Raise request for the payment of bills at a full meeting of the Parish Council
- h. Pay all authorised bills by electronic transfer
- i. Run the payroll, paying staff and HMRC in accordance with PAYE regulations
- j. Maintain financial details on the website, as required by the Transparency Code.
- k. Issue all statutory financial notices.
- l. Receive, log and archive all bank, HMRC and other financial communications.
- m. Organise and run the Parish Council Pension Scheme.
- n. Liaise with the Financial Committee and submit to all reasonable audit requests.
- o. Reclaim VAT annually, as allowed within prevailing legislation.