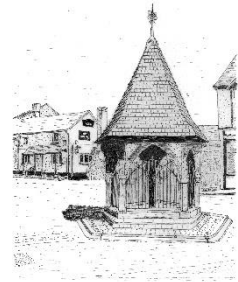


Bovingdon Parish Council

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JOB DESCRIPTION

CLERK TO THE PARISH COUNCIL / RESPONSIBLE FINANCIAL OFFICER

Job Title:	Clerk to the Parish Council and Responsible Financial Officer
Responsible to:	The Parish Council
Responsible for:	All property and financial resources
Location:	Mainly at the Parish Office including meetings as required
Job Purpose:	Carry out the functions required by law as the Council's Proper Officer

The Post Holder reports to Vice Chair of the Parish Council

The Post Holder is the line manager to the Assistant to the Parish Clerk

This Job Description should be read in conjunction with the Post Holder's Contract of Employment and the Parish Council's Employment Policies and Procedures

Overall duties

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notifications required by law.

The Clerk is responsible for ensuring that the instructions of the Council in connection with its function 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 in respect of the Council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.

The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates, and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties

- To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

Managing Parish Council, Committee, and Parish meetings

- To prepare in consultation with the appropriate members, agendas for meetings of the Council and Committees.
- To attend all meetings of the Council and of its committees and working groups.
- To take formal Minutes for approval of all meetings and ensure that any actions are taken in advance of the following meeting.
- To compile the Annual Report for the Parish Council.
- To attend and minute these meetings and implement the decisions made that are agreed by the Council.
- To issue notices and agendas for the Parish Council's annual meeting and the Annual Parish Meeting.

Delivering the Council's strategic Purpose

- To draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and advise on the practicability and likely effects of specific courses of action.
- To monitor progress of schemes.
- To bring forward draft policies and scheme proposals to reflect community needs.
- To receive and deal with correspondence and documents on behalf of the Council or bring such items to the attention of the Council. To issue correspondence on behalf of the Council, either as a result of instructions or if it is the known policy of the Council. When necessary consult and liaise with the appropriate Councillors.
- To draft responses to third party consultation exercises.
- To study reports and other data on activities of the Council's 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 Council.

Carrying out the business of the Council

In partnership with appropriate Councillors:

Parish Administration

- To establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- To maintain effective booking and fault-reporting systems to enable issues to be referred to the services of partner organisations e.g. Police, Hertfordshire Highways and Dacorum Borough Council.
- To place and manage orders for the purchase and supply of goods and services.
- To manage and maintain The Memorial Hall as a venue for hire and be responsible for its marketing and promotion.
- To manage the Cleaning Contract for the Memorial Hall in accordance with the contract and policies of the Council.
- To work in conjunction with the Chair of the relevant committees in the oversight of those elements of the Council's business for which the Committee has responsibility.
- To manage the Village Warden Service contract in accordance with the policies of the Council.

Health and Safety

- To ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

Financial management

- Be responsible for all financial records of the Council and the careful administration of its finances. This will include all matters relating to Insurance cover and internal and external audit requirements.
- Assist in the formation of overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- Be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- To determine the form and content of the accounts and supporting records, subject to any directions from the Council and in compliance with the Accounts and Audit Regulations 2003.
- To ensure the records are maintained in accordance with 'proper practices' and kept up to date.
- To research and bring forward opportunities to apply for grants to support programme aspirations.

Staff Management

- To manage their own work and the Assistant to the Parish Clerk (currently part-time role) and service contracts, by agreeing job descriptions and annual work plans, and contributing positively to reviews of performance
- To undertake an annual appraisal in January / February with the Assistant to the Parish Clerk and agree objectives for the coming year based on this Job Description
- To continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- To attend training courses or seminars on the work and role of the Clerk, as agreed with the Line Manager.
- To work towards the achievement of a Certificate in Local Authority Administration (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council (if the CiLCA Certificate is not already held).

Communications

- To manage the Parish Council's website and ensure it is accurate and up to date.
- To identify items to post on the website and in Parish Newsletters.
- To devise new ways to communicate with our community in order to find out their priorities and requirements.
- To attend, as a representative of the Council, the conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies.
- To work cooperatively with the media to promote the role and a positive public perception of the Council.
- To consult with the Chair in the preparation of Press releases and other media engagement about the activities of, or decisions of, the Council.
- To issue, and monitor outcomes from, all Press Releases and ensure that the Council's legal responsibilities have been adhered to, that the reputation of the Council is protected and that there is consistency of style including branding.
- To act as the representative or spokesperson of the Council as required.

Other

- To attend monthly evening meetings of the Council and occasional committees and other events as necessary.
- To carry out such other responsibilities and functions as shall from time to time be required by the Council.