



## WALBERTON PARISH COUNCIL

### Duties of the Parish Clerk

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all 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 totally 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 Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The role in general is to act as secretary, dealing with the correspondence, finance and clerking of all Council and Committee meetings.

The Clerk is the 'Officer of the Council' responsible for the enforcement of all bye-laws.

The Clerk reports to the Chair of the Council, the Chairs of all Committees (on applicable matters) and to the Full Council (Full Parish Council Meetings).

#### Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, or to monitor the work of a designated Other Officer designated the Responsible Finance Officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its Committees and Sub-Committees. Other than where such duties have been delegated to another Officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.

7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council 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.
9. To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, such as through membership of your professional body The Society of Local Council Clerks.
17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required.

## Additional Information

### Meetings

There will be a maximum of

|                                      |              |
|--------------------------------------|--------------|
| Full Parish Council Meetings         | 12 each year |
| General Purposes Committee Meetings  | 2 each year  |
| Finance and Legal Committee Meetings | 4 each year  |
| Planning Committee Meetings          | 12 each year |
| Annual Parish Meeting                | 1 each year  |

Agendas and minutes to be distributed and placed on the appropriate notice boards and web sites.

The Clerk acts on the Council's decisions, liaising with Arun District Council and the County Council on relevant matters.

### Correspondence

The Clerk is responsible for manning the Parish Office for a minimum of 2 mornings a week for up to a minimum 3 hours each day as agreed by the Council, taking telephone calls, responding to general communications from in-person visits, telephone messages, e-mails and letters.

To liaise with the relevant Councillors and Parish Council Committee Chairs for appropriate actions outside of Council meetings.