

Clerk to Hilton Parish Council Job Description



Overall Responsibilities

The Clerk to the Council is the Proper Officer and employee 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 notices required by law of the Proper Officer of the Council.

The Clerk is responsible for ensuring that the lawful instructions of the Council in connection with its functions 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. The Clerk is responsible for producing all the information required for making effective decisions and for implementing all decisions of the Council. The person appointed is accountable to the Council for the effective management of all its resources and will report to the Council on them as and when required. Unless separately appointed, the Clerk is the Council's Responsible Finance Officer and is responsible for all the financial records of the Council and for the careful administration of its finances. The Clerk is the responsible officer in respect of the Health and Safety at Work etc. Act 1974, in regard to his/her own safety, the safety of other employees and that of members of the public, customers or other persons visiting any of the Council's premises.

Specific Responsibilities

- 1) To hold the PC to legal, statutory and other provisions, governing or affecting the running of the Council; and require the Council to properly meet insurance obligations.
- 2) To monitor and balance the Council's accounts monthly and prepare records for audit purposes, and VAT.
- 3) To prepare, in consultation with appropriate Councillors as necessary, agendas for meetings of the Council and its committees. Attend all meetings of the Council and all meetings of its committees and sub committees and prepare minutes for approval.
- 4) To receive correspondence and documents on behalf of the Council and to deal with them according to the PC's standing orders and policies; and bring such items to the attention of the Council.
- 5) 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 to ensure payment is received.
- 6) 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 relevant fields. Act as a representative of the Council as required.

- 7) To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
- 8) 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.
- 9) To manage and supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment, discipline and work of other staff in accordance with any current or future employment legislation.
- 10) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. Specifically:
 - a) Manage premises and facilities owned or operated by the Council in accordance with the directions or policies of the Council
 - b) Prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council
 - c) Be responsible as officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work
- 11) To attend training courses on the work and role of the Clerk as required by the Council.
- 12) Management and administration of data protection.
- 13) Publication on website and notice boards, as appropriate, of information required by the Transparency Code and the Accounts and Audit.
- 14) To act as the Website Administrator in accordance with the Media Policy and be responsible for the maintenance and management of the Council website, Facebook page and email distribution list.