

LUDGVAN PARISH COUNCIL

Job Description – Clerk to the Council

Part-time – 30 hours per week

Overall Responsibilities:

- 1 The Clerk to the Council (the Clerk) will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions of that office and, in particular, to serve or issue all the notifications required by law of a Local Authority's Proper Officer.
- 2 The Clerk will be responsible for ensuring that the instructions of the Council, in connection with its function as a Local Authority, are carried out.
- 3 The Clerk will be responsible for ensuring that the instructions of the Council, in connection with its function as the Burial Authority for the Parish of Ludgvan, are carried out.
- 4 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.
- 5 The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- 6 The Clerk will be the Responsible Financial Officer and will be responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities:

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To monitor and balance the Council's accounts, to prepare quarterly summaries of receipts and payments for consideration by the Council and to prepare records for audit by the Internal Auditor and the External Auditor.

- 3 To ensure that the Council's obligations for both Risk Assessment and Insurance are fully met. .
- 4 To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- 5 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 the instructions of, or the known policy of, the Council.
- 6 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.
- 7 To study reports and other data on the 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.
- 8 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 practicability and the likely effects of specific courses of action.
- 9 To 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 and work of other staff.
- 10 To oversee works carried out by contractors employed by the Council and to ensure that such works are completed within budget, within the agreed timescale and to specification.
- 11 To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
- 12 To act as a representative of the Council as required.
- 13 To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.

- 14 To ensure that the Council's website (www.ludgvan.org.uk) is maintained on an up-to-date basis (liaising as necessary with the Webmaster).
- 15 To review Standing Orders and Financial Regulations on an annual basis and make such recommendations to Council as are necessary to ensure that they are up-to-date having regard to new legislation and emerging good practice.
- 16 To attend relevant training courses and seminars on the work and role of the Clerk as required by the Council.
- 17 To prepare, in consultation with the Chairman, press releases about the activities of or the decisions of the Council.