

# **The Role of the Parish Clerk**

## **Parish Clerk and Responsible Financial Officer**

### **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 council'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 parish council 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, in accordance with Section 151 of the Local Government Act 1972 and the Accounts and Audit Regulations 2003.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

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**

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- On behalf of the Council to secure effective legal advice as authorised.
- 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.

- Ensure informative agendas are prepared for meetings of the Council, in consultation with appropriate Councillors.
- Attend all meetings of the Full Council, ensure a formal Minute of the meeting is taken and create an Action Log. Ensure that these actions are taken in advance of the following meeting.
- Ensure the agendas for committee meetings are prepared and agreed with the Chairs, but attend only key meetings where the Clerk's presence is required.
- Ensure notices and agendas for the Parish Council's annual meeting and the Parish Meeting are issued. Attend these meetings and implement the decisions made that are agreed by the Council.

### **Delivering Council's strategic Purpose**

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.

- Be fully conversant with ADC Local Plan, APC Neighbourhood Plan and any other national, regional or local plans or policies that could affect the parish of Angmering.
- To liaise with other public authorities, statutory and voluntary bodies and other agencies acting as the Council's representative to ensure that the council plays an effective role in local issues affecting the Parish.
- Update Council's annual plan and monitor progress of schemes.
- Bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council.
- Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.
- Draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such

matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

## **Carrying out the business of the Council**

### Parish Administration

- To be responsible for the effective management, maintenance, Insurance and use of all the Council's assets including buildings.
- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format in line with GDPR 2018.
- Place and manage orders for the purchase and supply of goods and services.
- Ensure the effective management of Parish allotments.
- Work collaboratively with the Chairs of all relevant committees in the oversight of those elements of the Council's business.

### Health and Safety

- 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

- Manage the annual budget for Council and its committees, and prepare financial statements as required.
- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept and that internal checking regimes are established.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales.

- Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Research and bring forward opportunities to apply for grants to support programme aspirations.
- Monitor the Council's investments and make recommendations for the Investment Strategy.

#### Staff Management

- Manage their own work and that of all the council's employees (currently 4) and service contracts, by agreeing job descriptions and annual work plans, and contributing positively to reviews of performance.
- 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.
- Attend training courses or seminars on the work and role of the Clerk.
- 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).
- Maintain records of staff hours, leave, absence etc.
- Supervise any other members of staff as their Line Manager, in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

#### Communications

- Manage the Parish Council's website and ensure it is accurate and up to date.
- Identify items to post on the website and in Parish Newsletters.
- Devise new ways to communicate with our community in order to find out their priorities and requirements.
- 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.

- Effectively implement and manage the Council's Communications Strategy.
- Act as the representative or spokesperson of the Council as required.

#### Other

- Attend monthly evening meetings of the Council and occasional committees and other events as necessary.
- Attend and support Council organised events, which may involve evenings or weekend working.
- Carry out such other responsibilities and functions as shall from time to time be required by the Council.

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