

GREAT AYTON PARISH COUNCIL

ROLES AND RESPONSIBILITIES - 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 may also be required to act as the Responsible Financial Officer (subject to the necessary financial skills) which would mean responsibility for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities – Clerk (Proper Officer)

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed in accordance with published guidance (YLCA, NALC, SLCC), Gov't legislation and other bona-fide sources of legal advice.
2. To ensure that the Council's obligations for Risk Assessment are properly met and that all insurance matters are correctly implemented.
3. To prepare, in consultation with appropriate members, agendas for the monthly Council Meetings and, where applicable, Committee Meetings, Sub-Committee Meetings and Extraordinary Meetings.
4. To attend meetings mentioned at Point 3 and prepare minutes for approval; and implement decisions made and determined by the Council at such meetings.
5. To issue notices and prepare the agenda in partnership with the Chairman for the Annual Parish Meeting. To attend the Annual Parish Meeting, take and prepare the minutes of the meeting for approval.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and 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 qualified specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. 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 likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To administer the Allotment files and allotment records, managing the collection of rents on an annual basis.
12. To administer Cemetery Grave Reservations and seek cemetery fees as necessary.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required and implement their decisions as necessary.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
16. To work towards CiLCA qualified status and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, through membership of the professional body The Society of Local Council Clerks.
17. To upload relevant council documents on to the parish Council website and liaise with the webmaster regarding Parish council news and information

Specific Responsibilities – Responsible Financial Officer

1. To prepare, balance and monitor the Council's financial accounts in readiness for audit.
2. To collate and ensure all requirement documentation, both financial and regulatory, are provided and available for audit.
3. To complete quarterly VAT returns.
4. To gather information and prepare a yearly budget and provide precept information for the Council to make a decision in relation to the setting of the precept.
5. To prepare and report on the quarterly accounts with variance analysis and performance information in relation to the budget.
6. To analyse department accounts and provide financial information in relation to the setting of Cemetery and Allotment fees.