



The Jubilee Room
Braywood Memorial Hall
Fifield Road
SL6 2NX

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This is a demanding and rewarding role for a professional person able to advise the Chair and Council on legislation and financial matters. The Clerk attends meetings and takes minutes but the role is not primarily secretarial.

The work of the parish council is managed by the Clerk, with instruction provided by the Council as the 'body corporate'. To manage the activities of the parish there are number of committees, these include Finance, Land Management, Planning and Traffic and Highways, these are advisory committees which make recommendations to Council, the approved actions then undertaken by the Clerk or the Assistant Clerk. Meetings of the Council take place in the evening every 6 weeks. Committee meetings take place at varying intervals and usually during the day.

Whilst the job description sets out the responsibilities and duties of the Clerk, and the person specification the qualifications, skills and knowledge required, it should be mentioned that the role of the Clerk is complex, dealing with a wide variety of topics sometimes within a very short space of time, this requires good mental agility, good filing skills and a lot of patience. The outgoing Clerk may provide an extended handover period to the successful applicant, dependent on previous experience, in particular to help them begin the process of obtaining Certificate of Local Council Administration (CiLCA). Support is also provided through the Local Clerks Forum and the Society of Local Council Clerks (SLCC). For those who are not confident in their ability to deal with finance, SLCC will be providing additional online training in a programme called Financial Introduction to Local Council Administration (FiLCA).

Bray Parish is large in size comprising 2,684 hectares of which 94.8% is Green Belt, has five Wards with residents represented by 15 Councillors, there are two vacancies. It has approximately 4,000 homes and 6,850 residents on the electoral register. There are two principal villages a number of smaller villages and hamlets and three conservation areas. The principal authority is the Royal Borough of Windsor and Maidenhead.

Amongst its assets the Council owns and maintains a cemetery, two allotments, three playgrounds, two car parks, two village greens, a field, a tennis court, three war memorials, thirty-five benches, eleven notice boards, sixteen dog waste bins, sixty-one streetlights, six defibrillators, a village pond, a millennium sun dial, and a Newsham Fire Pump donated by Lady Coleraine in 1737.

The budget for 2020/2021 is £191,545 the majority of which is spent on salaries, asset management such as grass cutting, administration and grants. Income is primarily raised through the precept, with relatively small amounts raised from allotment rents, tennis court hire and cemetery interments. The Council is required to comply with the Local Government Transparency Code 2015 and undergo both internal and external audit.

The main activities of the Parish are its involvement in planning issues, the ongoing concerns with the proposed Borough Local Plan have taken much time and effort by Councillors. The new ward of the Fisheries has meant that the Neighbourhood Plan will need to be restarted, the previous plan having been withdrawn pending the outcome of the Borough Local Plan.

There is also involvement in traffic issues due to the two main A roads which cross the Parish, and which are operating at capacity, one of which is currently the subject of an extensive review. Extensive building works in towns adjacent to the parish in Maidenhead and outside of the area contribute to the huge traffic volumes through the area as do gravel extraction works. This has led to surface water flooding in several areas of the parish and the Parish Council is currently looking to form a working group to support residents affected.

As already mentioned, the Parish Council also has an extensive range of assets, which require maintenance and health and safety compliance.

How to Apply

Please read through the Application pack prior to completing the application and make clear your reasons for applying.

The application form must be completed in full as short listing will be based on the information provided. CVs will not be accepted. Please also complete the Equality and Diversity form and the Privacy Notice.

The closing date for applications is Wednesday 10th November 2021 Applications received after this time will not be considered.

Applications should be returned to recruitment@brayparishcouncil.gov.uk If you do not have access to email then they should be posted to.

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Applicants who have been shortlisted for interview will be advised by 12th November 2021. Full details of the interview process will be sent to all shortlisted candidates.

Clerk to the Council Job Description

Overall Responsibilities

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.

Place of work and Hours

The role is for 37 hours per week, including evening meetings. The Clerk is expected to be in the office during the opening hours of 9:30am to 12:30pm. The Council is prepared to be flexible where work is required to be completed at other times. A driving licence is essential as frequent visits to all parts of the Parish are needed.

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 Financial 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. Or to monitor the work of a designated other officer designated the Responsible Financial Officer.
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 his/her own initiative and as a result of suggestions by Councillor's 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.
11. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. Or to monitor the work of a designated other officer designated the Responsible Financial Officer.
12. Liaise with external contractors for day to day running and ongoing maintenance.
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.
15. 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 that are agreed by the Council.
16. To prepare, in consultation with relevant Councillor media releases about the activities of, or decisions of, the Council.
17. Maintain website and social media accounts of the Parish Council.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. 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.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
21. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required and be an active member of the Local Clerks Forum.

Person Specification for Role of Clerk

	A/I	Essential	Desirable
Qualifications			
Good general education with a focus on Math's and English	A	E	
Holds, or is willing to work towards, the Certificate in Local Council Administration	A	E	
Educated to degree level standard or equivalent	A		D
Evidence of commitment to continued professional development	I		D
Skills/Competences			
A high level of computer literacy with a good knowledge of all the packages that are used by BPC (Word, Power Point etc.)	A,I	E	
Knowledge of financial software packages e.g., Sage	A,I		D
Good record keeping	A,I	E	
Excellent oral and written communication with Cllrs, Staff, members of the public, contractors and Borough Cllrs and Officers	A,I	E	
Knowledge			
Knowledge of operating VAT and Payroll	A	E	
Knowledge of local government law and operation	A,I		D
Some knowledge of the local area	A,I		D
Previous Experience			
Dealing with members of the public	A,I	E	
Ability to organise meetings across a variety of platforms	I	E	
Leadership of a small team	A,I		D

Procurement including managing and letting contracts	A,I		D
Be able to update the Parish website	I		D
Manage any social media channels that BPC may wish to use	I		D
Previous experience of the role of a Parish Clerk.	A,I		D
Special Attributes			
They should be used to producing and handling budgets and possess a good level of numeracy	A,I	E	
The ability to produce financial reports, concise minutes, and other reports	A	E	
Good analytical skills	A,I	E	
Creative thinking and problem solving	A,I	E	
The ability to work independently and be self-motivated	I	E	
Personal Qualities			
A good sense of humour a necessity	I	E	
The ability to keep calm under pressure	I	E	
Patience and diplomacy	I		D
Requirement for flexible working hours	I		D
Has a current UK driving licence	A	E	
Ability to insure their private vehicle for Business use	I		D

A = Application

I = Interview