

# Malvern Wells Parish Council

Job Description: CLERK TO THE COUNCIL

Location: Flexible

Responsible to: Full Council

Responsible for: All Council staff, property, contractors and financial resources

Number of hours per week: 37 (including some evening work)

Date: June 2023

## 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, 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 to produce all the information required for making effective decisions and implement constructively all decisions.

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 be responsible for all the Council's financial records and the careful administration of its finances as described in the Clerk's Responsible Financial Office Job Description.

## Specific Responsibilities

### **CLERK / PROPER OFFICER**

- a) To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- b) To ensure that the Council's obligations to insure are properly met.
- c) To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to issue such notices and agendas in accordance with all statutory requirements; to attend such meetings and prepare minutes for approval.
- d) To oversee the maintenance and smooth running of the working cemetery, and other public spaces, and all Council property. To work with Cemetery Committee to train & delegate attendance at interments to named Responsible Persons and to attend when these persons cannot be available. To maintain all appropriate records, including publicly available burial plots and registers. To manage the contractors working to maintain all the Council's open spaces.
- e) To be responsible for the management, maintenance and use of all the Council's properties, facilities and assets, whether through direct management or through contracts, agreements or partnerships with other parties or providers.

- f) 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.
- g) 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.
- h) 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 consultants and specialists in particular fields.
- i) To draw up both on their 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.
- j) To supervise and manage any contractors in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the contracts.
- k) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. By keeping up to date with changes in legislation and forthcoming changes advise the Council accordingly of these changes to ensure that all Council policies and procedures meet statutory requirements
- l) To act as a representative of the Council as required.
- m) To issue notices, prepare agendas, attend and minute any parish meeting.
- n) To manage and maintain the Council's website and keep it up to date.
- o) To manage and facilitate the content, production and distribution of the bi-annual council newsletter, "The Wells News".
- p) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council as required.
- q) To attend training courses on the work and role of the Clerk as required by the Council.
- r) To be available to members of the public, by appointment, at premises agreed with the Council.
- s) To understand planning and development issues as they affect the Council area, in particular Neighbourhood Plans, the Local Development Plan, the Local Strategic Partnership, economic strategies and the Emergency and Resilience Plan and advise Councillors accordingly. To carry out work as required in these areas to ensure the Council's planning application obligation are met and that the Council has input into the above documents.
- t) To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.

- u) To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.
- v) To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met
  
- w) To assign and monitor the work of the parish Lengthsman, to liaise with the Lengthsman and County Council to ensure that contracts are adhered to and that invoices are submitted at the appropriate times.
  
- x) Other appropriate duties as mutually agreed with the Council.

### **RESPONSIBLE FINANCE OFFICER**

A responsible finance officer (RFO) must be appointed by each local council in accordance with Local Government Act 1972 section 151. The following list of duties has been adopted by this council as part of a Job Description.

1. To prepare Quarterly financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll, payment of accounts and other relevant current matters.
  
2. To prepare draft estimates in conjunction with the Chairman of the Finance & General Purposes Committee, which, when approved, will form the annual budget for the year, and to report thereon as necessary including proactive stewardship and budget monitoring.
  
3. To submit the Precept to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
  
4. To bank regularly (at least weekly) all money received by the Council.
  
5. To ensure that all money due to the Council is billed and collected promptly.
  
6. To manage the cash flow and to control investments and bank transfers.
  
7. To control payments made by cheque and electronic transfer.
  
8. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund contributions.
  
9. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
  
10. To verify, analyse for accounts purposes, and to authorise supplier invoices for recommendation for payment.
  
11. To prepare Financial Statements for each quarter for Councillors.
  
12. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
  
13. To arrange for an appropriate Internal Audit in accordance with Financial

Regulations. To liaise with the Internal Auditor, provide required documents and aid them with any information they need.

14. To monitor compliance with the Council's Financial Regulations.

15. To manage the Risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).

16. To maintain the Council's Asset Register.

17. The post holder is required to carry out the above duties in accordance with the Malvern Wells Parish Council's Calendar of Clerk's Work.

Additional Advisory Notes:

The post holder must be available to work in the evenings and daytime to carry out the Statutory Duties of the Clerk,

The notes below provide an outline of the range of the evening time commitment required. The Clerk's working week is normally thirty-seven hours a week but hours are flexibly self-managed to accommodate regular evening and daytime duties with occasional Saturday mornings at the Cemetery or weekend attendance at events.

Evening Meetings Commitment:

- a) Parish Council (full) meetings: Ten per year
- b) Finance & General Purpose Committee: Four per year
- c) Other evening meetings as necessary: Occasional