

JOB DESCRIPTION CLERK TO THE APPLETON WISKE PARISH COUNCIL

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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

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, including the Annual Governance & Accountability Return (AGAR) return.
3. To ensure that the Council's obligations for Risk Assessment are properly met, to ensure that the Council is adequately insured and that an up to date list of the Council's assets is maintained.
4. To prepare, in consultation with appropriate members, and in line with Standing Orders, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council.
6. To attend meetings of any committees and sub-committees as requested
7. 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.
8. 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.
9. To ensure compliance with the General Data Protection Regulations together with the Chairman and other designated Councillor(s).

10. To study reports and other data on activities of the Council and on matters bearing on those activities if so requested.
11. 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.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. 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.
15. To assist, if required and in consultation with the Councillors, quarterly newsletters about the activities of the Council and any other relevant village activities.
16. To assist, if required, in keeping the village website up to date, including the posting of relevant Council documents including minutes of public meetings
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

April 2021

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