



West Dereham Parish Council

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Councillors: Pam Bullas, Claire Cann (Chairman), Tom Foy, Paula Kellingray, Lorraine Hunt, Pam Walker, Claire Williams

JOB DESCRIPTION

Title:	Clerk
Location:	Parish of West Dereham
Accountable to:	Chairman/West Dereham Parish Council
Responsible to:	West Dereham Parish Council
Hours of Duty:	To be 12 hours per week (extra hours by agreement)

Overall Responsibilities:

The Clerk to the Parish Council will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all 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 will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finance.

Principal Duties:

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.
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. To maintain the register of Council decisions and attendance at meetings. To maintain the Parish Council website.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to bring such items to the attention of the Council. To issue correspondence as a result of instructions from 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 met.
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 a particular field and to produce reports for circulation and discussion by the Council.

9. To advise on practicability and likely effects of specific courses of action as a result of suggestions or proposals by Councillors.
10. To supervise the work schedule of the Parish handyman in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries and conditions of contracts.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modification.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish Meeting and to implement decisions made as agreed by the Council.
14. To prepare, in consultation with the Chairman, press releases about the activities, or decisions, of the Council.
15. To attend training courses or seminars as required by the Council
16. 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.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council (membership of the professional body – The Society of Local Council Clerks).
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.