

WHITTINGHAM PARISH COUNCIL - PARISH CLERK JOB DESCRIPTION

As agreed by Council on 13 July 2023 (and amended by email Jan 2026)

OVERALL RESPONSIBILITIES

The Parish Clerk shall be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all of the functions and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The post holder 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.

The post holder is expected to produce, or ensure the production of, all the information required to enable the council to make effective decisions and implement these effectively.

The post holder will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The post holder will be the Responsible Financial Officer for the Council and will be accountable to the Council for the effective management of all of its resources.

The post holder will be responsible for all financial and other records and will report to Council on this function as required.

SPECIFIC RESPONSIBILITIES

Training

1. To undertake such training courses, seminars and self-learning as necessary to ensure a full and detailed understanding of the role of Parish Clerk.
2. To undertake continuous professional development as necessary to keep up to date with the professional knowledge required for the efficient management of the affairs of the Council.
3. To arrange and proactively participate in an annual performance appraisal.

Legal

1. To be aware of the Council's statutory obligations and ensure that the Council complies with these at all times.
2. To assist the Council in updating Council procedures, standing orders and financial regulations as required.

General Administration

1. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
2. To generate and issue correspondence as appropriate based on the specific instructions and known policy of the Council.
3. Where required, to seek specialist legal and other advice to enable the council to act appropriately and lawfully at all times.
4. To deal with enquiries from members of the public as appropriate.
5. To maintain personal timesheets where required.
6. To ensure that the Parish Clerk job description and contract of employment are updated as necessary.

Meetings

1. To prepare and issue agendas and supporting papers for meetings of the Council, including sub-Committees and working groups where required.
2. To publicise meetings as required by law and policy including physically placing public notices as required.
3. To attend such meetings, and prepare minutes for approval.
4. To carry out delegated follow-up actions according to agreed timescales.
5. To monitor follow-up actions delegated to councillors and others and chase and report as required.
6. To keep formal records as required by law.

Risk Management

1. To ensure that the Council operates in accordance with Health and Safety legislation at all times.
2. To ensure that the Council's obligations for Risk Assessment are properly met.

Financial Management

1. To manage the Council's finances and accounts to the legally required standards and to advise the Council as appropriate on actions required. Specific responsibilities include:
 - Preparation and approval of an annual budget,
 - Checking of invoices and processing of payments
 - Receiving and reporting on income and expenditure.
 - Issuing invoices on behalf of the Council as required.
 - Monthly reconciliation of bank accounts
 - Quarterly monitoring and reporting of income and expenditure,
 - Updating the accounts system
 - Producing and verifying the annual statement of accounts
 - HMRC monthly and annual process
 - Employee financial and other returns, including National Insurance and tax activities
 - Preparation of end of year returns and audited annual accounts
 - Maintenance of financial records to an appropriate standard.
2. To ensure the effective management of CIL monies and other income and expenditure to help achieve the overall delivery of the Council's Parish Plan and other strategic and tactical objectives.
3. To issue tenders and negotiate with suppliers as required to ensure the council achieves good value for money.
4. To monitor implementation of procured services, both directly and through others, to ensure the council achieves the expected outcomes for services procured.

Planning Applications

1. To be aware of relevant planning legislation, policies and guidelines.
2. To receive details of planning applications from relevant bodies and respond where applicable.
3. To proactively monitor and research planning and related initiatives that might affect the parish and surrounding areas.
4. To bring relevant information to the attention of councillors by copying plans, providing supporting information, and taking into account relevant previous information as appropriate.

Research

1. To carry out proactive research on matters of interest to the Council and to bring the results of such research to the attention of Councillors. This particularly relates to matters likely to support the delivery of the current Parish Plan.
2. Where appropriate, to discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council as appropriate.
3. To draw up proposals for consideration by the Council and to advise on the practicability of likely effects, benefits and downsides of specific courses of action.

Communications

1. To act as the representative of the Council as and when required.
2. To liaise with the County Council on highways issues, road closures and similar matters.
3. To liaise with other public and private bodies as appropriate in the best interests of the Council.
4. To develop and maintain an effective parish council website in accordance with accessibility and other similar requirements.
5. To draft, produce and arrange the distribution of a physical parish newsletter on a quarterly basis or otherwise as required.
6. To arrange the production and distribution of physical documents such as the Parish Plan from time to time and to support the development of content for these as required.
7. To prepare and distribute press releases and other communication notifications as may from time to time be required.

Performance Management

1. To monitor the planned implementation of Council policies and projects and ensure that these are delivered in a timely fashion.
2. To monitor the actual implementation of Council policies and projects to ensure they are achieving the desired outcomes.
3. To manage the delivery of a range of community projects as directed by the Council in accordance with the current Council priorities.

Staffing

1. Should the situation arise, to supervise any other members of directly or indirectly employed staff as their line manager.
2. To undertake all necessary activities in connection with the management of salaries, conditions of employment and performance management.

Other Duties

- To undertake such other duties as might be required commensurate with the role of Parish Clerk in the best interests of the Council and parish residents.
