

## Barby and Onley Parish Council (BOPC)

### Parish Clerk - Job Description & Responsibilities

The Clerk is the designated Responsible Financial Officer (RFO) and responsible for all financial records of BOPC and the administration of its finances.

The Clerk 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 responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The Clerk is expected to advise the Council on overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all Council decisions

The Clerk is accountable to the Council for the effective management of all its resources and will report to it as and when required and when requested to do so by the Council.

#### **Duties of the Clerk General:**

The Clerk will

1. Ensure that statutory provisions governing or affecting the running of the Council are observed
2. Be the Administrative Officer and advisor of the Council, ensuring the proper conduct of its meetings and administrative affairs.
3. Establish and sustain a positive working relationship with all members of Council.
4. Support and assist the Chairman, Councillors and Council Working Parties as required.
5. Ensure the development of a positive working relationship with members and officers of partner organisations including all statutory authorities as required.
6. Maintain a Register of the Council's assets, ensuring regular checks of its accuracy, and condition of equipment.
7. Be available to Parishioners during reasonable hours to receive information by telephone, or email, answer queries, etc, unless prior confirmation is required from the Council.
8. Maintain confidentiality of information in an independent, objective and professional manner.
9. Handle, on behalf of the Council, all queries from the public, the press and other media as required, referring to The Chair or Councillors where appropriate.
- 10 Promote the power of well-being and ensure Council is provided with adequate information to deliver best practise solutions for the community.
- 11 Set up and implement policy documents as required or requested to be done by the Council.
12. Provide an Induction Pack for new Councillors and arrange training
13. Maintain an up-to-date list of all Councillors, Council contractors, paid workers of the Council, volunteers acting on behalf of the Council & Councillors for the Ward together with contact details
14. Maintain an up-to-date list of all Council nominees serving on other bodies, together with details of re-appointment, if applicable
- 15 Maintain a Parish Council diary

## **Meetings**

1. Make arrangements for and attend monthly BOPC meetings held normally on the second Monday of the Month. The meetings are at 7.30pm in Barby Village Hall every month except October & February when they are held in Onley Village Hall.
2. Make arrangements for and attend any extra ordinary BOPC meetings as required
2. Prepare meeting Agenda, including any requests from Councillors
3. Circulate Agendas to Councillors,
  - Agendas to be emailed to the same at the statutory specified time prior to the meeting,
  - Put copies of the agenda on the two Parish Notice Boards (Barby & Onley), or make arrangements to facilitate this
4. Take and produce draft minutes of all meetings within 7 working days of the meeting, to be approved and amended if necessary by the Chairman and Councillors at the next meeting
- Minutes to be circulated by email as soon as they are ready to all councillors
5. Ensure that the Council makes legal decisions and holds effective meetings.
6. Implement decisions made at the meetings before the next meeting where possible, and report to Council.
7. Make arrangements for and attend and minute the Annual Parish Meeting which takes place between 1st March & 1st June each year
8. Attendance at other meetings (face to face & virtual) occasionally called by the Council or its' working parties, when necessary.
9. Take action on all decisions of the Council taken in Meetings within 9 working days (calculated Monday – Friday inclusive), unless the Council has directed otherwise or an earlier response has been requested by correspondents

## **Financial**

1. Maintain the Council records and accounts, in accordance with the recommendations of the Internal Auditor and Accounts and Audit Regulations of 1996, which were set up to enforce proper financial controls, prevent and detect fraud and tackle bad debts.
2. Keep account of CIL money in line with legislative requirements.
3. Prepare, receive and despatch payments on instructions of the Council
4. Keep on-going records of Council income and expenditure and produce to the monthly meeting of the Council an up-to-date statement of the Council's financial position and situation against budget
5. Monitor, together with the Council's internal auditor, the financial position of the Council against budget, producing promptly to the internal auditor such information as shall be requested, and reporting to the Council thereon
6. Manage the VAT implications/requirements for the council in accordance with legislation
7. Apply for grants/loans as requested by the Council and keep the Council updated as to the availability of such grants/loans or alternative funding sources
8. Prepare the Account Books, End of Year Return and associated documents with the Council's internal auditor regarding the Internal and External Audit.
9. Liaise with the Internal Auditor and provide all documents they may request.
10. Ensure that the Council has adequate Insurance and that Annual Risk Assessments are carried out.
11. Prepare annual estimates, budgets, precepts and regular statements of accounts, co-operating with such audit regimes as may be required of, and by, the Council.
12. Ensure the Council's insurance cover is reviewed annually by the Council, making such recommendations as are thought appropriate.
13. Seek three quotations for any work to be done on behalf of BOPC

14 Be responsible for the prompt ordering of materials and supplies on the instructions of the Council

15 Manage outsourced payroll provider and Pension Scheme and ensure PAYE payments are met or manage & implement PAYE system if Council decide to bring this function in-house

### **Legal**

1. Be accountable on all Health and Safety and Risk Assessment matters.
2. Be accountable re data protection issues.
3. Maintain and update documents pertaining to legal legislation, such as Freedom of Information, Council Policies etc. Upload relevant information to BOPC website
4. Ensure that the Parish Council is kept up to date with legislation so that it can meet the regulations required to act as an Employer.

### **Correspondence**

1. Receive items of correspondence and documents on behalf of the Council.
2. Keep Councillors up to date with any correspondence received, in particular those with deadlines for reply. Circulate correspondence to all councillors
3. Acknowledge correspondence requiring acknowledgement and inform sender of date of meeting when issue will be raised.
4. Ensure that the Council's correspondence is regularly brought before appropriate Council meetings.
5. Send response to all correspondence requiring replies following BOPC decision on relevant item
- 6 Respond to Freedom of information requests and collect appropriate charges (if applicable)

### **Planning**

1. Attend to planning applications and respond to any Parishioners' related questions. Publish promptly notices of all planning applications, and all such other official notices as may from time to time require to be published, and to distribute planning applications promptly to Councillors
2. After resolution is passed, send the Council's comments to the local planning authority to arrive by the given deadline.
3. Monitor planning permissions granted.
4. File and securely keep correspondence.

### **IT**

1. Ensure that all electronically stored information is backed up.
2. Ensure that all LPC IT equipment is kept in good operational order.

### **Communication**

- 1 Ensure that copy of items arising from Council Meetings is given promptly to the newsletter editor in time for the next edition of the newsletter.
- 2 Ensure that newsletter continues and is maintained in the event of loss of an Editor
- 3 Maintain the Parish website or oversee its maintenance when carried out by an approved webmaster agreed by the parish council. To include ensuring BOPC minutes, agendas, information & latest news is uploaded

**Training & Miscellaneous**

1. Attend relevant training by agreement with the Council in order to carry out the role of Proper Officer and Responsible Financial Officer.
2. Any other reasonable duties commensurate with the responsibility of the post and agreed by the Council
- 3 If any statute, regulation or order confers any functions, or imposes any duties, upon the Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

The details contained in this job description, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of the individual's job maybe subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed. Any significant changes will be the subject of consultation

Barby and Onley Parish Council (BOPC)  
Parish Clerk - Summary of Terms & Conditions of Employment

BOPC & the Clerk will enter into a contract of employment.  
Some of the terms & conditions of that contract are summarised below

The Clerk is accountable to BOPC

Pay scale - LC2 SCP 24 – 28; £15.16 – £17.05/hour subject to qualifications and experience

Hours - 15 hours per week (flexible, but core hours agreed with Council). Evening and occasional weekend working will be required

Pension - BOPC will provide a pension after 3 months of employment

Probationary Period - The post is subject to a probationary period of 3 months.

Police Check - BOPC reserves the right to require the post holder to undertake a check through the Disclosure and Barring Service DBS (formerly CRB).

Travel Mileage will be paid at HMRC specified rates (currently £0.45 per mile for less than 10k miles/year & £0.25 per mile after 10k miles/year) for essential work-related journeys when using the employee's own vehicle

All offers of employment are subject to receipt of two satisfactory references

The applicant will need to demonstrate their eligibility to work in the UK