

CORSTON PARISH COUNCIL

CLERK TO THE COUNCIL Job Description

1. About Corston Parish Council

Corston Parish Council comprises seven Councillors plus a part-time Clerk.

The Parish lies in the Green Belt between Bath and Saltford. Corston itself is an active village with a population of 500, a church, village hall and Village Store.

The Parish Council manages a playing field and area of woodland. It works closely with a number of other village organisations, including responsible for the village hall and annual country fair.

The Parish Council normally meets six times per year, currently on a Tuesday, in Corston Village Hall.

2. Overall Responsibilities

The Clerk to the Council/Town Clerk 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 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 finances.

3. 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.
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. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council as required.
6. To manage correspondence, the Parish Council website and village email network, including receiving all correspondence and documents on behalf of the Council, dealing with them or bringing them to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of 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 received. To manage tendering processes for services.

8. To ensure that contractors and volunteers meet the required standards when they undertake any activity involving the Parish Council's property, or land.
9. To maintain all deeds, leases, contracts and other legal or confidential documentation in a safe and secure manner.
10. To study reports and other data on activities of Bath & North East Somerset Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
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 attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To maintain or 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: Suggested is membership of your 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.

4. Hours & Remuneration

The clerk is directly employed by the Parish Council to work eight hours per week.

Remuneration is set by the Parish Council based on the National Local Councils Association pay spine of salary scales for Parish Clerks and the Avon Local Councils Association's benchmarking evaluation. This sets an hourly salary of £11.39 per hour..