



DUNCHURCH PARISH COUNCIL

JOB DESCRIPTION

Job Title:	Clerk for Dunchurch Parish Council
Responsible to:	Chair of the Council
Responsible for:	All Council staff, Community Hub Manager, property, financial resources, and Dunchurch Community Managed Library

Job Purpose

The Clerk will be the Proper Officer to the Council and as such is under a statutory obligation 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 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, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and 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 them as and when required.

Specific Responsibilities

1. To ensure that legal, statutory, and other provisions governing or affecting the running of Dunchurch Parish Council are observed.
2. To ensure that the Council's obligations are properly met.
3. To prepare and publish, in consultation with the Chair or Vice-Chair of the Council, agendas for meetings of the Council and Committees and prepare draft minutes for approval.
4. To receive correspondence and documents on behalf of the Council. To deal with correspondence and documents and/or when appropriate, bring relevant items to the attention of the Council. To issue correspondence as a result of the instructions, or known policy of, the Council.

5. 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 consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
6. To draw up on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
7. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
8. To act as the representative of the Council as required.
9. To liaise with the Responsible Financial officer (RFO) and ensure that the Council's budget is prepared and balanced, bank reconciliations are carried out regularly, accounts raised, invoices paid and prepare the records for audit purposes and VAT, including re-claiming VAT.
10. To manage the Community Hub Manager and assist with the running of the Library
11. To issue notices and prepare agendas and minutes for the Parish Assembly Meeting; to attend the Parish Assembly Meeting and to implement the decisions made at the Assembly.
12. To attend all meetings of the Council.
13. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of the Council.
14. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
15. To develop an effective liaison and an effective working partnership with other relevant Borough and County Councils, other public authorities, statutory and voluntary bodies as the Council's representative and to ensure that the Council plays a full and effective role in issues affecting the area.
16. To provide the admin function for the Neighbourhood Development Plan and to have an understanding of planning and development issues as they affect the Council's area, and in particular the Local Development Plan and the Emergency Plan and advise Councillors accordingly.
17. To work to improve, develop and up-date the Council's website.