Overall Responsibilities:

The Clerk to the Council 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 functions 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 Clerk 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 responsible for all the financial records of the Council and the careful administration of its finances.

Tasks - to:

- Act as a representative of the Council as required
- Attend all meetings of the Council and all meetings of its committees and produce clear, accurate and concise minutes.
- Attend conferences of the Cheshire Association of Local Councils (CHALC), Society of Local Council Clerks, and other relevant bodies as a representative of the Council, as required
- Attend training courses on the work and role of the Clerk as required by the Council.
- Carry out all requirements for the appointment of Members including maintain the Council’s Register of Members Interests and ‘acceptance of office’ documentation. Carry out the appropriate co-option of Members. Prepare induction papers for new Members.
- Carry out the Council’s employment responsibilities, including the required PAYE and NI recording, payments and annual returns.
- Deal expediently with all incoming and outgoing correspondence relating to meetings and other business of the Parish Council.
- Deal promptly with planning applications, ensuring that they are circulated to the Planning Committee and that the views of the Council are accurately presented to the Borough Council within the required time scale.
- Develop and maintain effective working relationships with officers of the relevant Principal Authority/ies and other agencies and represent the Council at meetings relating to this.
- Draw up, both on his/her initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and advise on practicability and the likely effects of specific courses of action
- Ensure all required notices relating to meetings, financial regulations and parish matters are with the named Councillor to be placed on the noticeboard and published on the Parish Council’s Website
- Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
- Ensure the Council is correctly advised on all matters before it and that all business is conducted in accordance with the Council’s standing orders and financial regulations and good practice.
- Ensure the Council's obligations to insure are met
- Issue correspondence as a result of the instruction of, or the known policy of, the Council
- Issue invoices on behalf of the Council for goods and services and ensure payment is received study reports and other data on activities of the Council and on matters bearing on those activities and, where appropriate, discuss such matters with administrators and specialists in particular fields
- Issue notices and prepare agendas and minutes for the Parish Meeting, attend assemblies of the Parish Meeting and implement the decisions made at the assemblies
- Maintain a proper referenced filing system (both manual and electronic). Ensure the electronic filing system is in transferable form.
- Maintain full and proper financial records. Prepare and circulate regular [quarterly] financial reports. Prepare the annual accounts for submission to, and approval of, the Council and its appointed
External Auditor. Prepare the accounts for submission to the Council’s Internal Auditor (quarterly). Prepare and present accounts for payment, ensuring they are paid on time, and maintain the Council's balance of accounts.

- Monitor and balance the Council's accounts, prepare records for audit purposes and VAT
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications
- Prepare and circulate an annual directory of members, addresses, contact numbers, meeting dates, committee lists etc. and updating as required. Prepare when requested and on approval of the Council, issue, press releases.
- Prepare and circulate papers for meetings (agendas, minutes, correspondence lists etc.) of the Council. Currently the Council holds 13 meetings per year, including the Annual General Meeting and an Annual Parish Meeting.
- Prepare the Council’s annual budget and ensure that the precept is applied for and paid by the relevant Principal Authority.
- Prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; attend such meetings and prepare minutes for approval
- Prepare, in consultation with the Chairman, press releases about the activities and decisions of the Council
- Receive and report on invoices for goods and services to be paid by the Council and ensure such accounts are met
- Receive correspondence and documents on behalf of the Council and deal with the correspondence or documents or bring such items to the attention of the Council

Chair of the Parish Council
August 2019