



Dartmoor Forest Parish Council

JOB DESCRIPTION FOR THE PARISH CLERK

Summary of Responsibilities

The Clerk to the Council is 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 has complete responsibility 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 all decisions constructively. The Clerk is accountable to the Council for the effective management of all its resources and will report to the Council as and when required. As Responsible Financial Officer the Clerk is responsible for all the financial records of the Council and the diligent administration of its finances. The Clerk also acts as Burial Clerk for Postbridge Cemetery, with responsibility for recording details of burials and the sale of plots for future burials.

Detailed Responsibilities

Council Meetings

1. The Clerk is responsible for arranging all Council meetings. Notice of such meetings are to be displayed on Parish notice boards and website, and notified in writing to Parish Councillors in accordance with statutory requirements.
2. The Clerk is responsible for preparing the agenda for Council meetings and for distributing the agenda with the statutory summons to Councillors with three clear working days to the date of the meeting.
3. The Clerk is responsible for posting agendas in the Parish Council's notice boards and with publishing the agenda on the Council's website with three clear working days to the meeting.
4. The Clerk attends monthly meetings of the Parish Council, and also attends the Annual Parish meeting as arranged.
5. The Clerk will ensure that the operation of the Council conforms with legal requirements in respect of standing orders, declarations of interest, etc.
6. The Clerk is responsible for recording the Minutes of the Parish Council meetings. The draft minutes must be prepared and circulated to Councillors within ten working days of the date of the meeting. Within the same timeframe, the draft minutes must be posted on the Princetown notice board and on the Council's website. Minutes will also be circulated to other bodies, as agreed by the Council.
7. The Clerk will ensure that decisions made and minuted at Council meetings are carried out.

Job Description for The Parish Clerk

Responsible Financial Officer

8. The Clerk must perform all duties of the Responsible Financial Officer including preparation of the Parish Council's annual accounts, arranging the internal audit and submitting papers to the External Auditor within the prescribed schedule. The Clerk is also responsible for posting the legal notices pertaining to residents' right to view financial documents, and for arranging for residents to view papers, as requested.
9. The Clerk will be responsible for maintaining the financial books and accounting records of the Parish Council including providing a monthly report to the Parish Council meetings.
10. The Clerk will be responsible for posting financial information on the Parish Council's website to meet the requirements of the Transparency Code.
11. The Clerk will be responsible for receiving all income and other receipts on behalf of the Parish Council and depositing all cash and cheques in the Parish Council's bank account.
12. The Clerk will be responsible for ensuring that all cheques are presented to the Parish Council for payment within the due date.
13. The Clerk will arrange the Council's insurance cover in accordance with legal requirements.
14. The Clerk will ensure that VAT records are maintained in accordance with the requirements of H.M. Revenue and Customs (HMRC). The Clerk will claim for a refund of VAT at least annually, or more often if required.
15. The Clerk is responsible for the tendering, letting and the management of all Council contracts in accordance with the Council's Standing Orders or as otherwise directed by the Council.
16. The Clerk is responsible for ensuring the Council fulfils all its obligations required by the conditions of financial grants and contracts to provide services to or on behalf of third parties.

Administration

17. The Clerk will operate at all times within the Council's Scheme of Delegation.
18. The Clerk will receive all correspondence addressed to the Council and write replies on the Council's behalf. Copies of relevant communications must be posted on the Council's website at least two days prior to each monthly meeting.
19. The Clerk will prepare briefing notes for Councillors prior to each monthly meeting with sufficient detail to enable informed, quality decisions. These notes are to be posted on the Council's website at least two days prior to each monthly meeting.
20. The Clerk is responsible for displaying public notices on the Council's notice boards in accordance with statutory regulations and as directed by the Parish Council.
21. The Clerk is responsible for ensuring appropriate project management of all projects approved by the Council either directly or by monitoring the Lead Councillor or other person appointed by the Council to that role.
22. The Clerk will maintain an efficient filing system (both paper and electronic copies as necessary) to facilitate rapid access, if required. The Clerk will keep safely and conveniently in secure custody, all records and documents of, or concerning, the Council, which come in to the Clerk's possession. The Clerk will ensure that residents' requests to view papers are met.
23. The Clerk will be responsible for keeping safely and in good order all the Council's equipment.
24. The Clerk will be responsible for personally communicating with other authorities, and members of

Job Description for The Parish Clerk

the public on behalf of the Council. Regular communication must be maintained with significant external bodies such as the Dartmoor National Park Authority and the Duchy of Cornwall.

25. The Clerk will prepare and release press briefings as tasked by the Council. The Clerk will arrange media interviews with the Chair or Lead Councillors as required and may conduct media interviews if agreed with the Chair.

26. The Clerk will work from home and is required to have a land line telephone and appropriate home office facilities.

Planning Applications

27. The Clerk will receive planning applications and information on behalf of the Parish Council. Applications received will be forwarded to the appropriate Councillor(s) with a comments sheet specifying the deadline date for the comments to be returned to the Clerk.

28. The Clerk is responsible for recording the Parish Council's comments and observations and submitting them to Dartmoor National Park Authority (the Planning Authority) within the time limit specified on the application. The Clerk will record information regarding applications in the minutes of Council meetings and in parish magazines.

Burials Clerk

29. The Clerk is responsible for acting as Burial Clerk to Postbridge Cemetery in accordance with the Local Authorities Cemeteries Order 1977.

30. The Clerk will administer the sale of exclusive right of burials; and memorial rights according to the list of charges approved by the Council.

31. The Clerk will ensure all certificates are correctly completed for internments and collect all fees due according to the list of charges approved by the Council.

32. The Clerk will maintain an accurate and tidy record of all internments in the Register of Burials and the Record of Public Graves.

33. The Clerk will maintain an accurate and tidy plan of the cemetery showing all internments and plots with exclusive right of burials.

Staff management

34. The Clerk will be the Line Manager of the Parish Lengthsman and any other Council employee appointed and ensure the Council's legal and contractual obligations regarding employment are met.

35. The Clerk will assess timesheets and expenses receipts submitted by staff and arrange for the calculation of the correct take-home pay, income tax, national insurance and other deductions as appropriate.

Qualifications

36. The Clerk will attend any training course deemed as necessary by the Council to enable him/her to be fully conversant with his/her duties. The Clerk will attend all such meetings and conferences as are reasonably necessary for the proper discharge of Clerks' duties.