**Job Description**

**Clerk**

**Easton Parish Council**

**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 to serve or issue all the notifications required by law of a local Authority's Proper Officer.
* The Clerk works closely with and reports directly to the Chairman of the Parish Council. The Clerk will carry out duties as actions that are agreed and given by the whole council.
* The Clerk will be 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.

**Specific Responsibilities**

* To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
* To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
* To attend all meetings of the Council and all meetings of its committees and sub-committees.
* To receive correspondence and documents on behalf of the Council and bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
* 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 administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
* To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
* To act as the representative of the Council as required.
* 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.
* To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
* To attend training courses or seminars on the work and role of the Clerk.
* To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
* 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.
* To maintain professional conduct at all times. Dealing with public, local and county councils, government departments and others in an unbiased way.

**Supplementary detail of role for Easton Parish Council**

Play Area- Ensuring Annual ROSPA Report takes place and completed report is sent to all councillors.

Car Park – Lighting, Network Power certification record kept up to date

Parish Council Insurance – In Place

Booking Village Hall for meetings – Every two months, (sometimes extra-meeting is necessary).

Arranging Training for Councillors

Planning Applications – to make Council aware of Applications, arrange extra meeting if necessary to facilitate Councillors to meet and agree a response and ensure submission is within each deadline.

Annual Parish Council Meeting and Annual Parish Meeting– Must be arranged for a date between end March and end May – Booking Village Hall for both and for the Annual Parish meeting, inviting Village Groups, School etc to give reports.

To liaise and book Mole control for as required

Minutes – Provide Draft Minutes for Councillors, website and notice board

Highlights – Bullet points of Minutes for Parish Magazine

Any other duties required by the Council to effect efficient function and compliance.