

Hatton Parish Council

Parish Clerk and Responsible Financial Officer

Job Description

The Clerk and Responsible Financial Officer will be responsible for the administration of the Parish Council's business. The range of responsibilities of the Clerk and RFO to fulfil the needs and best interests of the Parish Council and the eight parish councillors are set out as follows:

Parish meetings

- Attend all monthly meetings of the full Parish Council plus any planning meetings and working group meetings as required. Take formal meeting minutes and create action logs. Distribute minutes of meetings promptly afterwards before the next scheduled meeting. Ensure the Clerk's required actions are completed/ progressed before the next meeting.
- Post draft and then approved monthly minutes on the Parish Council website.
- Compile informative notes for the Chairman prior to each parish council meeting and attend a pre-meeting if required.
- Prepare agenda for the monthly parish meetings in consultation with the councillors and post on appropriate noticeboards.
- Issue full agenda and reports prior to the statutory annual meetings held in May.

Administration

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Act as the point of contact for the Parish Council for members of the public, statutory authorities and partner organisations.
- Manage the Council's response to planning applications making sure the Council's response is sent to the Planning Authority on time including email review or extraordinary meeting if required to meet the deadline. Publish on monthly agenda and the website.
- Manage councillor vacancies including co-options and elections. Hold acceptance of office forms and a copy of every councillor's register of interest. Ensure other statutory authorities hold up to date records.
- Ensure adequate links are maintained with partner organisations to enable community contact be established and to report problems and to seek information.
- Place and manage any order for the purchases of any goods or services as required.
- Maintain the Council's asset register of any items the Council owns or manages.
- Receive all paper and electronic correspondence and documents on behalf of the Council in liaison with the appropriate councillors and circulate by email to the councillors as required. Respond on behalf of the Council.
- Manage as required the parish email system for the individual councillors.
- Remain informed about issues which affect the Council and its community, attend local organisations' meetings as appropriate.

- Advise on the impact of council proposals and planned activities and suggest specific courses of action which might be taken.

Compliance

- Proactively keep up to date with relevant changes in legislation affecting parish councils.
- Ensure all statutory and other provisions governing or affecting the running of the Council are observed.
- Ensure financial regulations and parish council policies are reviewed annually and updated when required or when the law changes. Make sure the Council as a whole are aware of the policies and procedures.
- Respond to requests under the freedom of information legislation and rights exercised under the Data Protection legislation in the required timely manner.
- File returns, financial and otherwise, as determined by Local Government regulations and statutory provision.

Health & Safety and Insurance

- Ensure the Council's statutory obligations for the proper management of all Health & Safety matters are met, including review of the Council's Health & Safety policy.
- Ensure insurance cover is in place as is required and to keep proper insurance records.
- Appropriate use of risk assessments for activities undertaken by the Parish Council or where relevant, ensure these are in place for works undertaken on behalf of the Council.

Financial Management and acting as Responsible Financial Officer for the Council

- Liaise with the auditor ensuring the Council's obligations are met for internal and external audit.
- Manage banking arrangements, bank transfers or cheques to include monthly bank reconciliations.
- Maintain appropriate records of receipts and payments.
- Submit the annual precept request of circa £20,000.
- Research and suggest opportunities to apply for grants to support the Council's objectives.
- Compile the annual accounts keeping separate records for monies granted to the Council for specific or time limited purposes including any Community Infrastructure Levy funds.

PR and Social Media

- Manage the Parish Council's website to ensure it is accurate and up to date.
- In liaison with councillors, post and monitor the Facebook account as and when required.
- When requested submit articles for the Hatton Parish Post and arrange its timely delivery to take place before the next meeting.
- Attend if desired any regional or national conferences of representative bodies and any relevant training that will benefit the Council.