

# **MISTERTON PARISH COUNCIL**

## **CLERK TO THE COUNCIL**

### **JOB DESCRIPTION**

1. The Clerk is the proper officer of the Council, and will carry out all the functions conferred on the proper officer by statute or otherwise.
2. The Clerk will be responsible for ensuring that all statutory and the provisions governing the Council and its work are complied with.
3. The Clerk will prepare and distribute the agendas for all meetings of the Council (including committees and sub-committees), will attend such meetings, and will prepare the minutes of meetings for approval by the Council.
4. The Clerk will prepare and distribute agendas for, attend, and prepare minutes for the Annual Parish Meeting and any other parish meetings during the year.
5. The Clerk is the responsible financial officer of the Council, and will prepare and maintain the accounts and other financial records of the Council in accordance with statutory and other accounting and audit requirements. The Clerk will also prepare documents for the recovery of VAT as appropriate.
6. The Clerk will be responsible for the administration of a PAYE scheme for all employees (including the Clerk) and ensuring that proper payment is made to the Inland Revenue.
7. The Clerk will be responsible for ensuring that all decisions of the Council, its committees and sub-committees are carried out promptly and correctly.
8. The Clerk will be responsible for receiving all correspondence and other documents on behalf of the Council, and for ensuring that such correspondence is brought before the Council as necessary.
9. The Clerk will be responsible for supervising other staff employed by the Council, and ensuring that relevant statutory provisions covering the terms and conditions of employment of staff are observed.
10. If required by the Council, the Clerk will (at the cost of the Council) attend training courses and act as a representative of the Council at conferences, meetings, public inquiries and other similar events
11. The Clerk will be responsible for preparing and keeping up to date a register of the Council's property, ensuring that the property (other than land) is regularly inspected

and maintained and ensuring that it is covered by adequate insurance.



12. The Clerk shall receive, maintain and keep safely Parish Council records and all deeds, plans letters and other documents which are required to be maintained.
13. If so required by the Council, the Clerk will liaise with the press and media organisations, and issue information about the activities of the Council.
14. The Clerk will undertake such other duties as required by the Council from time to time in accordance with normal requirements of the conduct of Council business.