

## **JOB DESCRIPTION**

**Job Title:** Clerk to Cottenham Parish Council

**Reports to:** Parish Council

### **Overall responsibilities:**

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of the Proper Officer including serving or issuing all the notifications required by law of a local authority's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Parish Council's activities. The Clerk is accountable to the Parish Council for the effective management of all its assets.

### **Job Requirements:**

Ability to communicate effectively with all levels of the public as well as officers and staff of the other tiers of local government; District and County Councils, as well as a broad understanding of how local government works. Computer and secretarial skills including minute taking.

### **Key Tasks and Responsibilities:**

The Parish Council consists of fifteen elected representatives and has committees dealing with the Rec Ground and working groups that deal with Finance, Planning and Traffic. The committees and working groups tend to meet as required, normally monthly, bimonthly or quarterly, with Planning meeting twice a month. The full Council meets once a month. The Clerk is required to attend and take minutes at all full Council, Planning and any other committee meetings. All Finance matters and meetings are managed by the Responsible Finance Officer.

- To ensure that the legal, statutory and other provisions governing the running of the Council are observed.
- Prepare Agenda for all Council meetings and distribute same to Councillors and post in all official public areas.
- Keep the Council's notice boards up to date with relevant public information
- Attend and produce minutes of all Council Meetings as agreed with each committee chairman.
- Obtain quotations for goods and services where required.
- To liaise with the Responsible Finance Officer regarding invoices and internal and external audits.
- Ensure the Council has adequate Insurances cover as laid down by the Council, including preparing an annual insurances schedule for review by the Council. To deal with the administration of all insurances claims arising, in conjunction with the Council's Insurance Brokers.

- To receive correspondence and documents on behalf of the Council and to deal with the same directly or by bringing them to the attention of Council.
- To issue correspondence as a result of instruction from the Council.
- Run the Parish Office, opening same to public, as required to meet both statutory requirements, including Health & safety, and providing reasonable access to members of the public to review planning documents and other Council papers to which they are legally entitled to view.
- Keep abreast of all local government legislation affecting Parish Councils and communicate same to the Parish Council.
- Communicate to the media, other local government organisations, the public and Parish Councillors, as required, so that the Parish Council continues to provide an effective service to the local community.
- To attend training courses as and when agreed as being necessary to carry out the duties as outlined above.
- Any other duties, incorporated within the above that may arise from time to time.

January 2012