

HARTFORD PARISH COUNCIL

Parish Clerk – Job Description [Draft Version to be approved by full council]

1. Overall Responsibilities

- a. 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.
- b. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- c. 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 Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- d. The Clerk is the Responsible Financial Officer and responsible for ensuring that conditions agreed by the Council in the Financial Standing Orders.

2. Specific Responsibilities

- a. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- b. To monitor and balance the Council's accounts and prepare records for internal and external audit purposes. Also to ensure the Councils' Asset Register is updated annually and that the Council continues to be adequately insured.
- c. To ensure that the Council's obligations for Risk Assessment and Health and Safety are properly met.
- d. To be impartial over issues raised both by members of the Council and the Public.
- e. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees and ensure statutory notice is given
- f. To attend all meetings of the Council, meetings of its committees and sub committees and any other meeting relating to the Council's activities and take and prepare minutes of these meetings.

- g. To receive correspondence, emails and telephone calls on behalf of the Council and to deal with such items as swiftly as possible or to bring such issues to the attention of the Council. Also to issue correspondence as a result of instructions of, or the known policy of the Council.
- h. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met speedily. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- i. To prepare, in consultation with the Chairman, any press releases about the activities of, or decision of the Council.
- j. To work closely in the preparation of Hartford news, taking bulk delivery and then arranging distribution.
- k. To monitor and process all Parish planning applications received from Cheshire West and Chester [CW&C] and prepare for presentation for the planning group. To report the agreed Hartford Parish Council response to CW&C with confirmation to members of the planning group.
- l. To liaise with external funding bodies and to prepare grant applications as agreed by the Council.
- m. To liaise with, monitor and advise employees and contractors of the Council.
- n. To maintain the Council's website to ensure that current and up to date information regarding all aspects of the Council's work is available. To be responsible for keeping the Parish Council notice boards up to date.
- o. To continue to acquire the necessary professional knowledge required for the effective management of the affairs of the Council.
- p. To work with the organiser of the HPC Film Club to process receipts and payments received from each performance.
- q. To manage all items and finance relating to the Parish Council's responsibility for the structure and fabric of the Village Hall.