JOB DESCRIPTION

CLERK TO THE MILTON-UNDER-WYCHWOOD PARISH COUNCIL

Statistics and Basic Information: Population (2011 Census): 2000; Households: 850;

Annual Precept: £52000; Other Income: £4,000; Recurrent Expenditure: £56000 approx.

The Parish Council owns and manages the Cemetery, closed Churchyard, Parking Pound, green spaces in the village. It manages the Village Recreation Ground its tennis court and play areas, and lets the Recreation Ground's respective buildings to Milton Sports Association.

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 in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

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.

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

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, including compliance with the adopted 2018 NALC Model Standing Orders

2. To ensure that the Council's obligations for Risk Assessment are properly met.

3. To prepare, in consultation with appropriate members, agendas and Briefing Notes for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.

4. To attend all meetings of the Council and hire required meeting premises; and to attend all meetings of its committees and subcommittees when required.

5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions, or the known policy of, the Council.

6. 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.

7. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action including potential improvements to the Parish Emergency Plan.

8. To supervise other members of staff as their line manager in keeping with statutory requirements and the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, statutory benefits and payment of benefit and other stipulated contributions and work of other staff.

9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

10. To act as the representative of the Council as required.

11. To issue notices and prepare agendas and minutes for the Annual 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.

12. To prepare, in consultation with the Chairman and Councillor(s) respectively responsible for the Parish Council Newsletter and Parish Council website, press releases about the activities of, or decisions of, the Council.

13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

14. 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.

15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body *The Society of Local Council Clerks*.

16. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

17. To maintain a professional consultative dialogue with the Parish Clerks of nearby Parishes including Shipton-under-Wychwood and Ascott-under-Wychwood with a view to improvement of effectiveness and efficiency of the Parish Council.

18. To maintain the hardcopy and digital (Cloud or external drive) record and archive of the Parish Council's affairs (administrative) for the past 10 years.