

Job Description – [Deputy Clerk] to NAME Parish Council

Overall Responsibilities

- The Deputy Clerk to the Council will support the Clerk to the Council in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- The Deputy Clerk is expected to assist the Clerk to the Council in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to help produce all the information required for making effective decisions and supporting the Clerk to the Council in successfully implementing those decisions.

Specific Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed
- To ensure that the Council's obligations for Risk Assessment are properly met
- To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and sub-committees. To attend such meetings and prepare minutes for approval as required
- 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 Clerk or the Council. To issue correspondence as a result of instructions of the Clerk or the known policy of the Council.
- To have an understanding of the Council's accounts and how to prepare records for audit purposes and VAT and be familiar with software and the inputting of data and reporting capability of the Scribe software
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 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.
- To draw up both on his/her own initiative and as a result of suggestions by the Clerk or Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the 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.
- To prepare, in consultation with the Clerk / Chair, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.

- Open and lock up facilities for all hirers and layout rooms as required by hirer.
- Monitor car parking
- Meet new hirers to brief on procedures (emergency, alarms, open/close)
- Check cleaning materials stock, toilet rolls, soap, etc and reorder where necessary
- Weed, spray and clear seasonal litter from Council facilities.
- Organise annual maintenance/service of
 - Alarm system
 - Heating system
 - Fire system
 - Power assisted doors
 - Disabled lift
- Respond to new allotment enquiries and update any allotment holder records for new, amended or released plots
- Keep enquirers up to date on availability
- On site walk arounds and report any issues for awareness, monitoring, action at allotments, cemeteries and other council areas.
- Updating of stallholder information
- Reporting concerns re food hygiene
- Receive visits, phone calls and emails and to resolve issues or signpost to appropriate authority or guide towards a resolution.
- Post
- Telephone calls
- Ensure stationery supplies up to date and re-ordered from supplier
- 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.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: