

Granby cum Sutton Parish Council

Job Description – Clerk to the Council

The Clerk to the Parish Council will be the Proper Officer of the Council, and as such is under 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 of the Parish Council will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk to the Council is required to perform all those duties listed below and such others that may be mutually agreed from time to time as required by the Council.

Responsibilities and duties as:

1. Proper Officer

- To attend all meetings of the Council
- To attend all meetings of the Council committees or Sub-Committees as required
- To issue summonses in relation to all meetings of the Council complying with the statutory requirements in this regard
- To draw up agendas for all meetings in consultation with the Chair of the meeting
- To take minutes of the meetings and to issue copies to members
- To act as the Financial Officer of the Council maintaining appropriate accounts
- To advise on members of the legality of their proposed actions
- To receive correspondence and to reply thereto on the instructions of the Council
- To be generally responsible for the administration of the affairs of the Council
- To ensure that the Council attends to its statutory and other obligations
- To report to the Council on all matters concerning the business of the Council
- To attend to the administration of the Village Hall and supervision of the caretaker
- Ensure that any annual checks e.g. fire extinguishers, boiler etc. that are due are reported to the Clerk

- To attend to the administration of the Cemetery
- To administer various charities run by the Council as Trustees
- To attend training programmes that are relevant to the functions of the post as required
- To undertake any other duties as required by the Council.

2. Financial Officer

- To manage the Council's finances, including their internet bank accounts, payment of staff (at present Village Hall Caretaker and Clerk to the Parish) and PAYE returns
- To monitor and balance the Council's accounts and prepare records for budget information, audit, VAT claims and the calculation of the Parish Precept
- To ensure that the Council's obligations to insure are properly met
- To prepare and invite tenders for services on behalf of the Council
- 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.