

Trimley St Mary Parish Council

JOB DESCRIPTION

CLERK TO THE COUNCIL

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 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.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with appropriate members, agendas 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 all meetings of its committees and sub-committees.
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 of, 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
8. Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

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 prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Membership of the professional body The Society of Local Council Clerks is suggested.
14. To provide administrative and clerical support to the Parish Council Trusts