

1. To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that all regulations affecting the Council, incl. Standing Orders, Financial Regulations, Members Code of Conduct reflect current legislation.
3. To monitor and balance the Council's accounts and prepare records and reports for audit and Transparency Act purposes.
4. To ensure that the Council's obligations for Risk Assessment and Insurance are properly met.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
6. To attend all meetings of the Council and all meetings of its committees and subcommittees.
7. 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.
8. 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.
9. 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.
10. 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.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of CiLCA (Certificate in Local Council Administration) as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue professional development to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Recommended is membership of the professional body, currently called The Society of Local Council Clerks.
18. To attend the Conference of the Somerset Association of Local Councils and other relevant bodies, as a representative of the Council as required.
19. To maintain the Parish Council Website www.comptondundon-pc.gov.uk.
20. To manage the Meadway Hall Playground ensuring Weekly, Quarterly and Annual Safety Inspections are carried out by qualified persons and to maintain records of the inspections and to instigate and maintain records of any necessary corrective actions.

COMPTON DUNDON PARISH COUNCIL CLERK & RFO – JOB DESCRIPTION

| Activity | Description |
|-----------------------------|---|
| Agenda's | Prepare agenda for meetings of the council. Along with all the relevant papers |
| Notices | Post notices of meetings on Parish Noticeboards and Website. At least 3 (working) days before a meeting. Post other formal notices as required. |
| Meeting's | Attend meetings of the council. |
| Minutes | Prepare draft minutes of the meeting for approval by the chairman. |
| Correspondence | To receive correspondence / Emails 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. |
| Actions | To write letters on behalf of the council as a result of decisions made at meetings – or Emails as appropriate. |
| Planning Applications | To distribute planning application to the planning committee in good time for the meeting. |
| Application Recommendations | Communicate recommendations to the relevant planning officer. |
| Annual Parish Meeting | Prepare agenda / Notices for the Annual Parish Meeting. Send these to all relevant groups in the Parish. (February) Prepare Minutes of the meeting. |
| Precept | Prepare a report on expenditure for the year and proposed expenditure for the forthcoming year. Send details of approved Precept to the District Council. |
| Invoices | Receive invoices to the Parish Council Prepare schedule of payments of cheques to be signed at each meeting Send payments after the meeting |
| Bank accounts | Receive bank statements from Bank Reconcile statements with Cheque Book and account ledgers. Ensure independent review of reconciliation by a councillor and report balances at each meeting. Ensure any Direct Debits/Standing Orders are approved by the Council at least every two years. |
| Payments / Grants | Keep a record of Payments and Grants, categorised by the relevant accounting codes (defined by regulations) |
| Accounts | Prepare quarterly report of expenses to date versus budget. Prepare annual accounts / records for audit purposes. Complete Annual Account Statement for Council approval. |
| Control | Organise independent internal control process at least annually. Manage external audit process. Ensure Annual Governance Statement approved by the Council. |
| Councillors | Maintain a list of councillors and contact details. Maintain a record of attendance at meetings. Maintain a record of councillor training. Ensure councillors' register of interests is up to date. |

COMPTON DUNDON PARISH COUNCIL CLERK & RFO – JOB DESCRIPTION

| | |
|----------------------|---|
| Elections/Vacancies | Elections are administered by the District Council. Contact elected councillors and invite them to the first meeting of the council. Manage councillor vacancy process – advise District Council, issue vacancy notices, manage co-option process. |
| AGM | Ensure that the May meeting of the Parish Council is the AGM and that a Chairman and Vice Chairman are elected. Ensure bank signatories are updated. Ensure members are appointed to committees and other roles. |
| Playground | Manage the Meadway Hall Playground ensuring that Weekly, Quarterly, and Annual Safety Inspections are carried out by qualified persons. Maintain records of the inspections and to instigate and maintain records of any necessary corrective actions. |
| Website | Post Agendas, Minutes, and other relevant documents to the Parish Council Website – particularly those required by The Transparency Act. |
| Representative | To act as a representative of the Parish Council as required. |
| Training | Attend clerk training courses as required. Organise training for Councillors as required. |
| Allotments | Manage current Allotment tenants including collection of rents (twice a year). Manage waiting list and the process of plot transfer |
| Risk Assessment | Annually complete a Parish Council Risk Assessment and verify adequacy of insurance cover. Complete Risk Assessment of individual special activities as required. |
| Statutory Provisions | To ensure that statutory and other provisions governing or affecting the running of the Council are up to date and observed. |

COMPTON DUNDON PARISH COUNCIL CLERK & RFO – JOB DESCRIPTION

| | Essential | Desirable |
|---------------------------|--|---|
| Qualifications / Training | Certificate in Local Council Administration CiLCA or a commitment to work towards it within an agreed timescale | Other related qualification |
| Experience | Administration experience. | Membership of, or Officer to a Parish Council |
| Skills | IT skills, especially word processing and spreadsheets. Ability to keep simple accounting records Ability to maintain Website (not create one) | |
| Personal Qualities | Effective time management as a lone worker | |
| General | Ability to attend evening meetings in Compton Dundon | |
| | | |