



Prestbury Parish Council

Clerk Role Descriptor – Approved February 2020

Overall Responsibilities

There are three key areas of responsibility to carry out the Services as follows:

1. An administrative function in keeping records, accounts and in supporting meetings, including a statutory duty to issue all notifications as required by law of a Local Authority as the first tier of local government in addition to managing social media, PR and public communications.
2. A responsibility for supporting standards and improvement including providing guidance and support on policies, procedures and processes as well as commitments and agreed aims.
3. A project focused function providing support to improve the Council's operation, website development, events and managing projects defined by the Council.

Main Activities

Administration and support

1. Ensuring that legal, statutory and other provisions/requirements governing or affecting the running of Prestbury Parish Council are observed;
2. Preparing notices, agendas (in consultation with appropriate members) and minutes for all monthly Parish Council meetings (including the annual parish meeting), Finance and General Purposes Committee meetings, Planning Committee meetings and Events Committee meetings as well as undertaking all follow up action arising from the meetings unless assigned to a member;
3. Attendance at all Parish Council meetings, Finance meetings, Planning committee meetings; and Events Committee meetings
4. Representing Prestbury Parish Council at meetings and / or outside bodies as required and liaising with Cheshire East as requested
5. Dealing with all telephone and written correspondence after discussion of relevant items with the Councillors;
6. Check and submit to the RFO all invoices received for goods and services for approval and payment
7. Studying and reporting to the Council on external and internal reports and information on Council matters;
8. Acting as the representative of the Council as required, including attending local conferences and meetings from time to time;
9. Regularly updating the Council's website and communicating appropriately to local press and via social media, including but not limited to Facebook and Twitter. Ensuring the Council's on-going and up to date presence on websites to encourage visitors to Prestbury

10. Co-ordinating the production of, editing and distributing the Council's newsletter;
11. Maintaining the Council's village notice boards, ensuring that out of date or inappropriate material is disposed of;

Standards and improvement

1. Sustaining and supporting the Council's standards and principles, including but not limited to updating policies and standing orders ensuring they are reviewed regularly;
2. Acting as the Council's Data Protection Officer to ensure compliance with Data Protection Legislation;
3. Ensuring that the Council's obligations for Risk Assessment are fully met

Project management

1. Co-ordinating activities related to the Council's public events (Summer and Christmas) including but not limited to, working alongside the event organiser, discussing the event with stall holders and local businesses, monitoring payments from stall holders, ensuring necessary actions such as road closures, rental of tables, bins etc, booking entertainment, safety plan etc, are undertaken and ensuring all Councillors are kept up to date;
2. Organising other events on the Council's behalf and contributing to ideas designed to benefit Prestbury village;
3. Proposing improvement to the Council's processes and generally including but not limited to, assisting the lead Councillor in progressing annual projects and preparing regular updates to the Council and undertaking appropriate projects on behalf of the Council e.g. the annual asset register check and responding to the annual safety inspection of the playground.

Training

1. To attend training courses or seminars on the work and role of the clerk as required by the Council
2. 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
3. To attend training courses or seminars to enable an extension of the Clerk's role to include that of the RFO at some future date by working alongside the current RFO
4. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
5. To attend the Conference of the National Association of Local Councils , Society of Local Council Clerks and other relevant bodies as a representative of the Council as required

Hours of work

This is a part time role and the clerk will be required to work partly at agreed times and partly flexibly as discussed before the appointment is made. The average hours per week are 15 but the second week in the month is particularly busy and therefore may need additional hours.

It is anticipated that the clerk will assume responsibility gradually for all the areas above ensuring that full competence is achieved

There will be a 6 month probationary period before the appointment is confirmed. During that time there will be no salary adjustments

Time sheets will be required to be completed with a weekly report of inputs and outputs