

Clerk's Duties and Responsibilities

The Parish Clerk, who is the Proper and Responsible Financial Officer for the Council, should attend to all of the following duties:-

- 1) Read the following in conjunction with the Job Specification provided on appointment.
- 2) **Give councillors and public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- 3) **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- 4) **Receive and retain copies of byelaws made by other local authorities.**
- 5) **Receive and retain declarations of acceptance of office from councillors, also register of interests.**
- 6) Prepare and distribute agendas for all meetings of the PC, Sub committees and Working Groups.
- 7) Take and write up the minutes for all meetings and make them available for inspection and distribute them to all councillors at least seven days prior to the next meeting.
- 8) Maintain proper cash Book records, and keep up to date all financial transactions.
- 9) Reconcile the bank accounts on a monthly basis.
- 10) Prepare and present a full financial report each PC Meeting, including the financial budget and Cash-flow analysis for the current and two following financial years at least three days prior to the council meeting.
- 11) Administer the Allotment records, including collecting rents, maintaining the Waiting List, and awarding allotments to new tenants, having obtained signed Tenancy Agreements.
- 12) Administer the Burial Fund, and keep records of any transactions. Convene at least one meeting each fiscal year.
- 13) Handle all incoming Parish correspondence. Acknowledge letters and E Mails, search where necessary, and bring to the Council's attention, for action where deemed required.
- 14) Handle all complaints, in accordance with the prescribed documented procedure.
- 15) Handle all Freedom of Information requests, applying the procedure as documented by HPC.
- 16) Liaise with Darlington Borough Council, various departments, CDALC and all other associated organisations.
- 17) Liaise with Hurworth Community Association (tenant) and other affiliated organisations within the Parish.
- 18) Keep up to date with NALC legislation and government law.
- 19) Provide the council with accurate and sound advice when requested; this should include research and third party guidance when applicable.
- 20) Handle all employment administration, including monthly salaries, Inland revenue returns and queries.
- 21) Promptly address all Action Items placed for the Clerk's attention, and follow through to resolve the matter raised.
- 22) Attend all PC Meetings. Sub committee meetings and Working Party Meetings if requested.
- 23) Ensure PC Standing Orders and Procedures are appraised each year and revised as necessary.

- 24) Arrange councillor training, as instructed, and attend courses for the Clerk as instructed.
- 25) Obtain quotations for services and items, in accordance with the Financial Regulations. Ensure the correct procedure is followed.
- 26) Place official orders for services and items, in accordance with the HPC Procedure documents.
- 27) Ensure all accounts are paid promptly, and are correctly certified for payment and cheques signed by the official signatories.
- 28) Attempt to resolve any internal conflicts or disagreements within the council. Ensure that councillors are aware of the Code of Conduct.
- 29) Assist the Chair person throughout every meeting, and provide supporting information when required.
- 30) Ensure that the web site and notice boards are kept up to date, and that transparency is maintained.
- 31) Handle all VAT Returns, and ensure claims are made on time.
- 32) Prepare invoices for all items of revenue, and ensure payment is received.
- 33) Handle the Audit procedures with the Internal Auditor, and the External Auditors. Ensure all submissions are accurate and are complete.
- 34) Maintain the Asset Register and ensure it is updated whenever appropriate.
- 35) Prepare the Risk Analysis, and verify this each period.
- 36) Ensure that the correct insurance is in place, and that the policies are kept up to date, and premiums paid promptly.