



CLERK TO LONG MELFORD PARISH COUNCIL

JOB DESCRIPTION

Responsible to	Chair of the Council
Responsible for	Cemetery Manager and Village Caretaker
Liase with	Responsible Finance Officer

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.

Specific Responsibilities

1. In consultation with appropriate members, prepare and distribute agendas for meetings of the Council, selected sub-committees and working groups, and the Annual Parish Meeting. To attend such meetings and prepare minutes for approval.
2. To prepare reports for meetings providing all necessary information and advice to allow members to formulate policies and reach effective decisions.
3. To ensure that all decisions of the Council, its committees and working groups are carried out promptly and correctly.
4. Ensure all the Council's activities are carried out in accordance with legal requirements, and to ensure that the Council acts within the law at all times.
5. To manage and supervise staff.
6. To undertake annual appraisals of all staff for whom you are responsible, and in accordance with the relevant committee Chair and refer any disciplinary and grievance issues to the Chair of the Council.
7. To receive all correspondence on behalf of the Council and respond in accordance with the Council's policies and specific instructions.

8. To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
9. To submit decisions of the Planning Committee to the Planning Authority within the time frame allowed.
10. To liaise on behalf of the Council with other agencies, organisations and individuals e.g., Local MP, Suffolk County Council, Babergh District Council, Suffolk Association of Local Councils etc.
11. To act as the Council's representative in discussions and negotiations with other bodies as required.
12. To receive parishioners in the office and phone calls and correspondence from parishioners and deal with any matters that arise from the same, including liaison with the Chair of the Council if appropriate.
13. To attend training courses, seminars and conferences that are deemed appropriate to the administration of the Council and its functions – to encourage Councillors to attend training courses.
14. To assist in seeking and completing grant applications.
15. Ensure that the Long Melford Parish Council website is kept up to date.
16. To establish familiarity with Long Melford Parish Council social media.
17. Maintenance of working groups' terms of reference documents.
18. If not already qualified, 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.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council:
Suggested is membership of your professional body The Society of Local Council Clerks.
20. 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.