

DAMERHAM PARISH COUNCIL

Job Description for the Clerk to the Council

JOB DESCRIPTION 2017

The Clerk to the Council shall:

- Attend all formal meetings of Damerham Parish Council (NB meetings shall only be arranged through the offices of the clerk).
- Prepare the agenda for all meetings; circulate to all councillors and officers; and publish these on the website and parish notice board at least 4 clear working days in advance of the meeting.
- Take and prepare draft minutes for the Chairman within 5 working days of each meeting and circulate and publish these, as above, within 2 weeks of the meeting.
- Dispatch promptly all notices, letters and other documents as the business of the Council shall require.
- Attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council shall reasonably require.
- Keep safely and conveniently, in secure but accessible custody, all deeds, plans, records, letters, writings and other documents of, or concerning, the Council or the staff of the Council. Keep these regularly backed up as agreed with the Chairman.
- If any statute, regulation or order confers any functions, or imposes any duties upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.
- Be accountable for the annual budget; handling and processing of cash; cheques; invoices or equivalent; and have direct responsibility for financial services.
- Work within recognised procedures, exercising advisory, guiding, negotiating or persuasive skills. Exchange orally, or in writing, varied information, with a range of audiences.
- Attend training necessary to develop practical and procedural knowledge across a technical or specialist area, or an equivalent level of organisational, procedural and policy knowledge.
- Organise own workload, making decisions as to when and how duties are to be carried out; and responding independently to unanticipated problems and situations, while meeting necessary deadlines.
- Maintain the web site to ensure that it is up to date at all times and contains current agendas and minutes.
- Send to the editor of The Parish Pump any relevant copy for inclusion in the next edition by the due dates.
- Facilitate the management of the PlayTrail through its Management Group.