

## **JOB DESCRIPTION OF THE CLERK TO STEDHAM WITH IPING PARISH COUNCIL**

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1. The Clerk is the Proper Officer of the Council and will carry out all the functions conferred on the proper officer by statute or otherwise.
2. The Clerk will be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with.
3. The Clerk will support Councillors in their roles and will ensure at all times the confidentiality of all those Council matters which are not in the public domain.
4. The Clerk will maintain in a safe and secure manner all non-financial records, systems and any other legal or confidential documentation as are necessary for the effective administration of the Council.
5. The Clerk will be responsible for receiving all non-financial correspondence and other documentation on behalf of the Council and for ensuring that the same is promptly brought before the Council or its relevant committees or sub-committees. When requested to do so the Clerk will issue replies to such correspondence as approved by the Chairman or Council. The Clerk will be responsible for passing on all financial records and correspondence to the Responsible Financial Officer. The Clerk will not instigate correspondence or issue replies to any correspondence which has not been specifically approved by the Chairman or the Council.
6. The Clerk will issue notices of and prepare the agendas for all meetings of the Council (whether of the full Council or sub-committees, or any other parish meeting) in consultation with the Chairman of the Council or sub-committee, as appropriate.
7. The Clerk will attend such meetings and will prepare and send the draft minutes to the Council by e-mail for approval no later than one week from the date of the relevant meeting. The Clerk will ensure that draft minutes are posted to the website no less than one week after these are sent to Council members. The Clerk will ensure that minutes, once approved by the Council are posted to the website, no less than a week after the Council meeting which gives this approval.
8. The Clerk will be responsible for updating an action list so that all decisions and instructions of the Council, its committees and sub-committees are carried out promptly and accurately.
9. The Clerk will ensure compliance by the Council with the EU General Data Protection Regulation (in force May 2018) and the Freedom of Information Act 2000, as amended ("FOA") including, but not limited to, the "model publication scheme" pursuant to the FOA.
10. The Clerk will ensure that the Council is aware of its obligations for risk management, including but not limited to, the carrying out of risk assessments, are properly met and, where necessary, risks are properly insured.
11. The Clerk in collaboration with the RFO will prepare and keep up to date a register of the Council's community facility and assets (in consultation with the Chairman of the Council's Environment Committee), ensuring that they are regularly inspected and maintained.
12. The Clerk will, in consultation with the Chairman, promote the Council through its website and ensure information on the website is regularly and accurately updated.
13. If specifically requested by the Council, the Clerk, in consultation with the Chairman, will prepare and issue information about the activities of the Council to the press and other media organisations.
14. If specifically requested by the Council, the Clerk may act as a representative of the Council.
15. If specifically requested by the Council, the Clerk will (at the cost of the Council) attend training courses on subjects relevant to the role and responsibilities of the Clerk of a local Council and will continue to acquire the necessary professional knowledge for the efficient management of the affairs of the Council.