

# OVERTON COMMUNITY COUNCIL



Clerk to the Council: Katrina Chalk  
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## JOB SPECIFICATION FOR CLERK

### 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. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

1. Attend 11 main meetings per year (2<sup>nd</sup> Tuesday of each month, except August). Main meetings start at 6.50pm and last up to 3 hours.
2. Take minutes and attend to any correspondence as a result of the meeting.
3. Implement decisions made at the meeting before the next meeting where possible
4. Ensure copies of minutes and agenda are circulated to all councillors at least 1 week before next meeting.
5. In liaison with the Chairman and Vice Chairman, prepare agenda and ensure the Council makes legal decisions and holds effective meetings.
6. To attend Planning meetings, take minutes, and attend to any correspondence as a result of the meeting.
7. Receive and send all Community Council correspondence, bringing any urgent matters to the attention of the Chairman and/or the Vice Chairman between meetings.
8. Attend to any Cemetery or burial matters, liase with Undertakers, Caretaker and Gravedigger when a burial takes place. Ensure all Cemetery Registers are kept up to date.

9. Deal with members of the public when they have questions/queries regarding community council work, concerns, requirements or suggested projects (some of these subjects will be relayed to the Community Council)
10. Liaise with WCBC, Police and other bodies or individuals, in connection with Council business.
11. Attend to any matters relating to Overton Playingfield. Liaise with Playingfield Grounds Maintenance Contractor and general administration.
12. Attend to any matters relating to the Millennium Meadow. To liaise with Maintenance Contractor, tree surgeons and tree specialist.
13. Attend to any matters relating to the Overton Public Toilets. To liaise with the Public Toilet Caretakers and order any supplies etc.
14. Prepare an Agenda for each main meeting and distribute to all councillors (with copies of the minutes of the last main meeting) at least three working days before the Meeting.
15. Ensure that any Planning Applications received are dealt within the given time frame (normally 3 weeks). Organise Planning Committee Meeting for Councillors to discuss applications.
16. Ensure that Notices of Meetings are displayed on the main Notice Board and the OCC Website at least three working days prior to a Meeting, and copies of the approved Minutes are passed to Overton Library to keep on file and electronic copies uploaded onto the OCC Website.
17. Attend to and keep up to date Council Insurances, Standing Orders, financial procedures, email protocol, investment strategy and Risk Assessments.
18. Upload documents onto the Community Council website prior to each meeting.
19. Ensure the Community Council website adheres to the accessibility regulations (legal requirement), in so far as practicable.
20. Be responsible for the finances of the Community Council (known as The Responsible Financial Officer): -
  - Set up online payments each month (after full approval of Members), three members to sign expenditure printout and one Councillor to oversee the payments made (must be rotated).
  - Carry out any banking as necessary between meetings.
  - Keep all records of income and expenditure up to date.
  - Prepare a financial forecast prior to every Full Council Meeting
  - Prepare, for approval, an expenditure report for every Full Council Meeting
  - Prepare, for information, an income report for every Full Council Meeting

- Prepare annual accounts and prepare all documents etc for the Annual Audit (May / June).
- Preparation of the precept, with the Chairman and Vice Chairman, for approval by full Council.
- Prepare, with the Chair, an Annual Report for publication

22. Additional Duties\*

- Attendance at other meetings when required.
- Assistance with the organisation of the annual Fete and Parade
- Attendance at functions or training sessions held by County Council or training bodies under the approval of Council.

\* Note: Additional duties may incur extra hours. These hours should be agreed by Full Council, where practicable, prior to the work being undertaken.

Updated 19<sup>th</sup> October 2020