**CLERK – BISHOPSTONE PARISH COUNCIL**

**Overall Responsibilities**

The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support. The Clerk is 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 Clerk is 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 - responsible for all financial records of the Council and the careful administration of its finances.

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes. To ensure all relevant financial information is publicly available on the village website in line with the Transparency Code.
3. To prepare, in consultation with the Chair, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
4. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or the known policy of the Council.
5. To advise the Council, as necessary, on consultation documents concerning the parish, including on Wiltshire Council plans and on applications for planning permission.
6. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Council.
8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To act as the representative of the Council as required. In particular by attending, when required, meetings of the South West Wiltshire Area Board of Wiltshire Council (6 meetings a year) the Local Highway and Footway Improvement Group (4 meetings a year) and the Operational Flood Working Group.
10. To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
11. To prepare publicity about the activities of, or decisions of, the Council. In particular, reports for STaB, the parish magazine, and for the village website.
12. To liaise with and submit monthly work schedule to the Parish Steward.
13. To submit monthly reports to the Community Heartbeat Trust on the readiness of the village defibrillators.
14. Administer the letting of the allotments (Garden Plots) in The Styles.
15. Liaise with the Emergency Planning Co-ordinator on the review and update of the Parish Emergency Plan and on the care and maintenance of the Council’s stock of emergency equipment.