



Chairman: Cllr Jenny Clark
Tel 01395 274292

LYMPSTONE PARISH COUNCIL

Clerk to the Council: A J Le Riche, DMS,
8 Drakes Gardens,

Drakes Avenue, Exmouth, EX8 4AD

Tel 01395 279665/ 07866 535580

Email: lympstonepc@gmail.com

www.lympstone.org

Clerk's Job description

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 Clerk 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.

Purpose of Job

To effectively and efficiently manage the services of the Council and to provide support, information and guidance to the elected Councillors.

Main Responsibilities.

The Clerk is the Proper Officer of the Council and is under statutory duty to carry out all the functions; particularly the service and issue of all of Notifications required by law.

General

To ensure the legal, statutory and other provisions governing or affecting the running of the Council are observed.

To ensure the instructions of the Council are carried out and that decisions are implemented promptly.

To advise and assist the Council in forming and following correct policies and procedures relating to its activities.

To provide the Council with necessary and up to date information in order to aid them in decision making.

To receive correspondence and documentation on behalf of the Council, liaising with and taking instruction, as appropriate in order to take further action.

To ensure the Council is made aware of all matters requiring their attention.

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 relevant fields.

Where appropriate 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.

To attend training courses or seminars as required or directed and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: To be a member of The Society of Local Council Clerks. The Council will pay your membership fee.

To act as the Council's representative as required.

Meetings

To make adequate arrangements for all meetings including the Annual Parish Meeting. The Council usually meets on the first Monday of each month except August. Meetings are held in the Village Hall.

To issue agendas for meetings of the Council, in consultation with the Chairman.

To attend all meetings of the Council and the Annual Parish Meeting and to provide adequate administrative support when not present.

To draft proposals for consideration by the Council together with recommendations, likely effects and practicality of taking specific courses of action.

Finance

As the Council's Responsible Financial Officer (RFO) in line with the current Audit and Accounts Regulations, the Clerk will be responsible for all the financial affairs of the Council and will monitor and ensure the Council's accounts balance and records for audit and VAT purposes are prepared.

To prepare annual estimates of income and expenditure in accordance with established procedures.

To be responsible for the supervision and collection of all monies due to the Council and for its banking arrangements.

To order goods, receive and report on invoices for goods and services to be paid for by the Council and to ensure such payments are made.

To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

To ensure the Council's obligations in respect of insurance and risk management are met.

To make timely claims for refund of VAT.

Health and Safety

To ensure that all the Council's obligations for health and safety and risk assessment are met and kept up-to-date.

Staff Responsibilities.

To be responsible for the management of all staff.

In particular,

1	The post is home based for which an allowance is payable. If the post is combined with that for Woodbury and work is from the Woodbury Parish Office, then the allowance is not payable.
2	The Council owns and maintains several amenity areas including Candy's Field and Cliff Field, both of which are venues for community events.
3	The Council owns and manages the Parish Cemetery.
4	The Council owns and manages a Toddler Play Area, a Youth Activity Trail and other play equipment play areas
5	The Council manages the public conveniences. The only other member of staff is the toilet cleaner.
6	The Council owns the Youth Club building and is involved in the provision of a Youth Club.
7	The Precept for 2018/19 will be £47,000
8	There are 11 Councillors covering the whole of the Parish
9	The post does not carry the NALC / SLCC Contract of Employment but an individual contract will be drawn up.
10	The post is not pensionable as the salary falls below auto-enrolment levels.
11	The Clerk will be working on their own for the majority of their time.
12	All Councillors are expected to become involved in Parish Council activities.