

Job Description – Clerk of the Council & RFO

Purpose of Job

- To carry out all the functions required by law of a Local Authority's Proper Officer, ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Advise the Council on, and assist in the formation of, overall policies in respect of the Authority's activities and produce all the information required for making and implementing effective decisions.
- Manage effectively the Council resources and maintain the financial records of the Council.

Legal Duties

- To act as Proper Officer and Responsible Financial Officer of the Council.
- Ensure Council acts only within its statutory powers (the law) at all times.
- Ensure Councillors remain aware of Code of Conduct and recording of interests – give advice as required and liaise with North Yorkshire Unitary Authority (NYUA) if appropriate.
- Prepare agendas, summons, reports and minutes for council and committee meetings. The agendas must always be signed by the Clerk and circulated/exhibited three clear days before the meeting. (May include a Saturday as one of the three but not best practice).
- Minutes must be signed by the person presiding at the meeting, usually the Town Mayor / Chairman, each continuation sheet being initialled.
- Ensure the Annual Meeting of the Council and the Annual Parish Meeting are held in accordance with the law. (Agenda to be signed by the Chairman)

Finance

- Deal with all financial matters including payment of bills and banking as well as completing Annual Return and audit; arranged internal audit.
- Reconcile bank account regularly and produces financial statements to Council as required.
- Prepare monthly payroll accounting properly for PAYE, SSP and NI. Prepare end of year tax forms.
- Prepare annual precept (Council budget) and ensure necessary return submitted to NYUA.
- Maintenance of Asset Register.
- Submit quarterly return to HM Customs & Excise in order to recover VAT paid – VAT Act 1994 s 33.

Other Duties

- Deal with correspondence in a timely manner.
- Liaise with officers of other authorities, eg NYUA on all relevant matters.
- Arrange regular inspection and monitoring of all council property, equipment and other assets.

- Allotments – deal with allocation of plots and collection of rents ensuring regular inspections are undertaken.
- Markets – liaise regularly with Market Officer. Monitor receipts. Check the Market Tolls collection.
- Cemetery and Garden of Rest – deal with allocation of plots, necessary arrangements and proper records ensuring that correct payment is always received.
- Liaising with funeral director, vicar and monumental mason as required. Regular checks of cemetery.
- Arrange regular health and safety checks and records kept of the Play Areas, Millennium Garden, Pump Track, Castlebergh Crag and Woodland and other Amenity areas owned by the Town Council.
- Maintain and update Council Inventories e.g. Benches and Council Stores
- Street lighting – ensure any faults are reported to contractor promptly.
- Arrange annual Remembrance Day service liaising with all parties.
- Arrange Christmas Lights Switch On Event in November.
- Ensure relevant flags are hoisted as required.
- Respond to consultations on behalf of the council.
- Arrange for parish surveys as required.
- Ensure Council reviews policies and procedures on an annual basis or as required.
- Undertake necessary risk assessments on an annual basis.
- Deal with applications to close the road across the Market Place and Church Street as required under the Town Police Clauses Act 1847 (s21).
- Insurance – ensure policies renewed and appropriate cover maintained re LGA 1972 s 140 and s 140A re voluntary assistants.
- Respond to requirements of Health and Safety at Work Act 1974, Freedom of Information Act 2000 and General Data Protection Regulation 2018.
- Provide advice to Council and members as required, carrying out prior research if necessary.
- To attend training courses on the work and role of the Clerk as required by the Council.
- To attend Conferences etc as required, as a representative of the Council.
- To act as a representative of the Council as required.
- Respond to requests for the use or hire of the Market Place and associated arrangements

Office Management

- Administer the Council's Office 365 accounts
- Maintain and regularly update the Council's Contingency Plan
- IT – deal with any IT issues and liaise with the IT support contractor.
- Manage staff mobile phones & laptops
- Manage all council contracts in particular Whitefriars Cleaning Contract.
- Order all good and services on behalf of the Council
- Maintain the Council's Website and Social Media accounts.
- Manage the Market Place Parking Disc Scheme.

Staff Matters

- To deal with all staff matters (including holiday request & rotas etc), giving advice and assistance as required, safety and welfare always being important.
- Prepare contracts of employment for approval by Council – in accordance with employment law.
- To ensure the smooth running of the market in the absence of the Market Officer.
- Act as line manager and arrange staff appraisals
- Arrange regular staff meetings
- Arrange Staff and Councillor Training

Councillors

- Casual vacancies/resignations – advise NYUA and ensure proper process of obtaining new Councillor is followed.
- Carry out induction of new Councillors
- Ensure Declarations of Acceptance of Office are completed by Members as required.
- Deal with Code of Conduct matters – Encourage members to complete form agreeing to be bound by the Code of Conduct within 28 days of acceptance of office.
- Control copy Register of Interest forms lodged with the NYUA by members –should be readily available.
- Deal with allowance to Town Mayor – LGA 1972 ss 15 (5) and (35) 5.
- Deal with allowances to Members – Local Authorities (Members' Allowances) (England) Regulations 2003 (Part 5).
- Act in the best interest of, and to always uphold the reputation of the Council.