

Llanfechain Community Council

Clerk's Job Description

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Community 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 Community Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Community 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 the Responsible Financial Officer and responsible for all financial records of the Community Council and the careful administration of its finances.

Specific Responsibilities

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

To monitor and balance the Community Council's accounts and prepare records for audit purposes and VAT.

To prepare, in consultation, agendas for meetings of the Community Council and to attend such meetings and prepare minutes for approval.

To receive correspondence and documents on behalf of the Community Council and to deal with the correspondence or documents or bring such items to the attention of the Community Council. To issue correspondence as a result of instructions of, or the known policy of the Community Council.

To receive and report on invoices for goods and services to be paid for by the Community Council and to ensure such accounts are met. To issue invoices on behalf of the Community Council for goods and services and to ensure payment is received.

To act as the representative of the Community Council as required.

To attend training courses or seminars on the work and role of the Clerk as required by the Community Council.

To instruct contractors to carry out tasks on behalf of the Community Council and to be aware of the Council's responsibilities with regard to the Health & Safety at Work Act.

To attend local meetings, and attend other relevant bodies, as a representative of the Community Council as required.

The role requires excellent IT skills required and the ability to maintain the Community Council website. Providing updates to Nextdoor and other social media sites will be required.

To manage meeting agenda, minutes of meetings and community documents and communications through the website.

To manage and maintain the Community Council document repository, paper based and digital.

To work with and support Community Groups developing and maintaining their web pages within llanfechain.org.uk.

Guidance for Community Council Clerks is provided in "[The Essential Clerk](#)" booklet.