



SHENSTONE PARISH COUNCIL

**Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,
Parish Council Office 25C Main Street Shenstone WS14 0LZ**

Tel: 01543 481 947 e-mail: admin@shenstone-staffs.gov.uk web: www.shenstone-staffs.gov.uk

JOB DESCRIPTION

Clerk & Responsible Financial Officer to the Shenstone Parish Council

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 authorities 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 Authorities 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.

Objectives

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

Administration

- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees & issue within lawful timeframe.
- To attend such meetings and prepare minutes for approval as required. Minutes issued and published in draft form within the same week as the meeting.
- To receive correspondence and documents on behalf of the Council and bring such items to the attention of Council. To issue correspondence as a result of instructions of, or the known policy, of the Council.
- 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 administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To draw up both on their 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.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To ensure all policies are regularly reviewed and re-adopted by Council within the set timeframe.
- To ensure all Parish administration is conducted in accordance with Data Protection legislation.
- Line manage & coordinate the work schedule of the two Parish Council Lengthsmen as well as the ad hoc support required by freelance staff: includes strimming & mowing, clearing rights of ways, upkeep of the War Memorial, maintenance and cleaning of bins, street furniture & bus shelters,

restoration work in St Johns Cemetery, grit bins, planting programme & upkeep of planters as well as ad hoc work on Shenstone & Stonnall Playing Fields.

- Maintain defibrillators across Parish & update central records following use.
- Monitor the Lichfield District Council Grounds Maintenance Contract for St Johns Cemetery, the Lammas Land, Stonnall Playing Fields & the Street Cleaning Contract for the whole Parish.
- Update Council on all planning applications received & outcomes. Manage objections with Lichfield District Council.
- Manage the Christmas lights programme.
- Manage the distribution of Remembrance poppies across Parish.

Finance

- Responsible Officer in charge of all Parish bank accounts, receipts and payments.
- Complete monthly cashbook transactions for approval by Members at Full Council
- Compile detailed ledger of such transactions enabling reporting by account, income, expenditure, transaction type, cost centre, payee and balance against budget as well as forecast to year end. Updated on receipt of bank statements each month.
- Prepare all reports and records for internal audit review in September.
- Prepare Budget & Forecast for Council in November & for internal auditors' approval in December.
- Complete the Annual General Audit Review for the external auditors in June.
- Coordinate and manage the Community Grant applications annually as well as ad hoc Councillor Led & emergency grant applications throughout the year.
- To keep detailed VAT returns in line with HMRC regulations.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To update the Parish Council's asset register.
- Ensure all contracts meet full Procurement guidelines.

Communications.

- Run and maintain the Parish Office open to the public daily.
- To prepare the Parish Newsletter 3-4 times yearly & coordinate distribution.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To prepare & distribute other materials, flyers, e-bulletins as required.
- Manage updates to the Parish Council website & ensure all minutes, policies, etc are up to date & transparent.
- Manage updates to the Parish Council noticeboards & ensure all minutes, policies, etc are up to date & transparent.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.

Key Achievements:

- Attained the ILCA qualification in Dec 2017.
- Attained CILCA accreditation within six months of joining.
- Completed five years AGAR reports with no qualifications (areas for improvement or mistakes) reported.
- Devised induction training programme for new Councillors.
- Managed several community initiatives including Team Shenstone (assistance for the housebound & elderly) & Volunteer Recruitment Day at the Community Library.
- Organised the Shenstone Remembrance Service 2023 including all road closures, marshalling, compiling, printing & distributing the order of service & liaising with Church & Uniformed Groups.
- Assisted with successfully securing £32,000 RCEF Grant funding for alternative energy sustainability study. Co-ordinated project & billing. Now moving to Phase 2.

- Member of Shenstone Environmental Group: ensure that initiatives are linked with Council green policy and project information communicated to the wider community.
Training courses completed since last appraisal in 2022.
- - 1) Updated Cemetery Legal Compliance
 - 2) Cemetery & Churchyard Safety
 - 3) Hybrid Working Webinar
 - 4) Website accessibility compliance
 - 5) On your Marks- Election training
 - 6) St Johns Ambulance First Aid Refresher
 - 7) Be a better Councillor.

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