

### **CLERK TO FARNHAM ROYAL PARISH COUNCIL**

The post of Parish Clerk is full time in the Parish Council office in Farnham Common including approximately 12 evening meetings per annum. The primary role of Clerk is to ensure compliance with the regulatory requirements of this local government body and to manage the assets of and services provided by the Parish Council. The Clerk is the Proper Officer and Responsible Financial Officer of the Council. The Clerk reports to the Council. An appropriate salary will be paid plus a pension.

### **Specific Duties**

#### **Council Meetings and decisions**

1. Ensure compliance with the legal regulations relating to Parish Councils so that the Council operates lawfully within its statutory remit including under Freedom of Information and GDPR.
2. Agree agenda, issue the notices of meetings, and attend and produce minutes for the meetings of the Council, the additional committee meetings and the Annual Parish Meeting together with any ad hoc meetings as shall be required.
3. Advise councillors on legal and other issues as required.
4. Deal with all correspondence and other communications of the Council so that Councillors are kept advised of matters and keep records of same.
5. Progress the decisions of the Council and provide reports of progress.
6. Review the constitutional documents of the Council annually.

#### **Council Finances**

7. Keep accurate records of income received and expenditure of the Council, provide monthly financial statements to the Council, quarterly management reports and an annual draft budget to the Finance Committee, reclaim VAT regularly.
8. Ensure compliance with HMRC regulations for employees, paying Paye and National insurance contributions, submit monthly returns online and ensuring pension regulations are complied with.
9. Arrange for the preparation of annual accounts and compliance with the auditing requirements for Parish Councils (internal and external audits).
10. Maintain an asset register and risk assessments and review annually. Maintain adequate insurance.

#### **Other Business**

11. Run the Council office
12. Manage contractors who supply services to the Council.
13. Manage the progress of projects undertaken by and services provided by the Council.
14. Deal with planning applications and submit comments promptly.
15. Maintain and update the Council's website.
16. Deal with enquiries from residents and liaise with District and County authorities and other local bodies on local issues.

### **Personal Skills and Qualities**

- Excellent communication and interpersonal skills.
- To adopt a neutral political stance, regardless of personal opinions.
- To be self-motivated, methodical and organised.
- Organisational, planning and time management skills.
- To pay close attention to detail.
- Good report writing skills, being able to identify and articulate key points.
- A professional manner, to deal with people from a wide range of backgrounds.
- Good listening skills, in order to follow debates.
- Discretion, as confidential issues may be discussed at meetings.