

Etton Parish Council

Parish Clerk Vacancy

Thank you for taking the time to read through the job advertisement for the Parish Clerk role.

We are a small and friendly team who take an interest in local issues and activities, with an aim of keeping Etton, Gardham and Kiplingcotes a great place to live and work.

The Parish Clerk is a really important part of the team. The Clerk makes sure that all the behind-the-scenes administration runs effectively, so that the Council can deliver the action it agrees. All our minutes are on our website, so you can read through the types of things we do. There are routine issues, such as reporting potholes and grass cutting to East Riding of Yorkshire Council, and some bigger projects, like arranging the D-Day Commemorations.

We are a very small local authority, funded by the local community, so it's really important that every pound we spend represents value for money, and that we are open and transparent about what we do. The Clerk plays an important role in this, making sure meeting minutes reflect our discussions, that our finances are up to date and that both are published on our website.

The role is very flexible. Other than attending 6 meetings a year, and sending out agendas at certain times, the job can be delivered at a time and location that suits you. Don't worry if you've not worked in a clerk role before – we can provide plenty of training, and we are a member of a professional association who are always on hand to give advice.

If you think you have the experience and skills for this role, and would be interested in working with us, I would encourage you to submit an application and look forward to talking with you in future. If you would like more information, please feel free to give me, or our current Clerk, Alan, a call to discuss. My number is below, and Alan can be contacted on 07932 016856.

Thank you for your interest

John Holmes, Chair of Etton Parish Council – 07711 178448

What does Etton Parish Council do?

A Parish Council is the first tier of local government and provides communities with a democratic voice, and a structure for taking community action. The work of Etton Parish Council falls into three main areas:

- representing our local community
- delivering services to meet local needs
- striving to improve quality of life in the parish

Etton Parish Council has a small budget and some limited powers to provide services to meet local needs and improve community wellbeing. We work underneath the “principal authority” which is East Riding of Yorkshire Council and are a consultee on things like planning permissions.

Parish Councils have a wide range of powers which essentially related to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, and much more.

The council also has the power to raise money through taxation, the precept. The precept is the parish council’s share of the council tax. The precept demand goes to the billing authority, the district council, which collects the tax for the parish council.

About the Parish Council

Etton Parish Council is made up of 9 parish councillors. Once elected, parish councillors sit on the council for a maximum of four years. If they then want to stay in the post they can stand for re-election. They are elected representatives of their constituents and have duties to them. None of the Parish Councillors receive any pay or allowances.

Each year the Council elects someone to be Chairman. They co-ordinate the meetings and help drive the work of the Council. The clerk has a close working relationship with the Chair, but is accountable to the Full Council.

Councillors have three main areas of work:

- Decision-making through attending meetings and committees with other elected members, deciding which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.
- Monitoring that their decisions lead to efficient and effective services by keeping an eye on how well things are working.
- Getting involved locally as local representatives of constituents and local organisations.

The Parish Council meets 6 times a year, on the first Monday of every other month. It has a small budget of about £6000. The Clerk is the only employee. Unlike some other Parish Councils, it does not manage any closed cemeteries, or allotments, and the local village hall is managed by a dedicated charity.

Role of the Etton Parish Clerk

The Clerk is an important member of the Parish Council team. It is the only employee of the Parish Council, and because we are a local authority, the role is

known as the “Proper Officer” - that is someone who needs to make sure the Council carries out its legal functions. These are mainly in connection with the rules on how meetings work, and how money is spent. These are all set out in our constitution, and there is lots of advice on hand for any trickier questions.

The Parish Council can only make decisions in its formal meetings. The Parish Clerk role is to make sure that the meetings run effectively. The Clerk consults Councillors on what they would like to see on the agenda, prepares any supporting paperwork and then prints and posts the papers - both hard copy and on our website. The Clerk will attend the meeting and take minutes, and follow up on any actions that have been tasked to the Clerk to complete. Almost all of the actions can be done online and at a time that suits you. There are only 6 meetings a year that the Clerk needs to attend.

The Clerk will monitor the email inbox and report key correspondence back to the Council. There will be very occasional emails and phone calls directly from residents, but most issues are raised directly at the Parish Council meetings.

The Clerk is also responsible for keeping finances up to date. We need to record all our payments and any money we receive in our finance spreadsheet. We only have a small budget, and so there are not many transactions. The Clerk is responsible for making payments, for example, to our gardening contractor, and for buying small goods. All this is done through electronic banking. At the end of each year, we submit our accounts to our internal auditor and post them on the website. This is a straightforward process with lots of templates to follow.

Want to find out more?

For an informal chat, please contact Alan Bravey, Clerk, on 07932 016856.

ETTON PARISH COUNCIL

PERSON SPECIFICATION – CLERK TO ETTON PARISH COUNCIL

Competency	Essential	Desirable	Measured by:
Education, professional qualifications, and training	5 GCSEs (or equivalent) at grades A-C including Maths & English	Qualification in Administration Possession of, or willingness to undertake, the AQA in Local Councils Administration	Application Form
Knowledge and Experience	Experience in administration	Experience in a local government or similar commercial environment that involves attending meetings, taking minutes and following procedures. Knowledge of budget preparation Knowledge of legal, statutory and other provisions governing or affecting the Council. Health & Safety as it affects the workplace and facilities management	Application Form, interview and Reference
Skills and abilities	Excellent organisational skills Able to write clearly and accurately.	Effective use of Social Media in a professional environment.	Application Form, references and interview

	<p>Ability to positively communicate in person and in writing with people across a spectrum of work areas</p> <p>Good IT skills, enabling use of internet, emails, word processing, financial spreadsheets and website administration.</p>		<p>Application Form, references and interview</p>
<p>Circumstances</p>	<p>Availability to attend evening meetings</p> <p>Flexible approach to working hours</p> <p>Able to work from home</p>		<p>Application Form, references and interview</p>

Prepared by: Alan Bravey, Clerk – September 2024

Agreed by: Etton Parish Council Personnel Committee – September 2024

Clerk to Etton Parish Council Job Description

Overall Responsibilities

The Clerk of the Parish Council is responsible for the administration of the Council's business.

The Pay scale for this post is NALC Scale Point 7.

The postholder is expected to:

- Make sure Council meetings run efficiently
- Implement constructively all decisions of the Council.
- Keep the Council's policies and procedures up to date
- Manage the Council's finances

The postholder is accountable to the Council, not to individual members,

The post holder will also act as Responsible Financial Officer under the provisions of section 151 of the Local Government Act 1972. The main responsibilities of this post are contained in Section 18 of this Job Description.

Specific Responsibilities

1. To act at the Proper Officer for Etton Parish Council, making sure it complies with its statutory requirements, policies and procedures.
2. To prepare the agendas for the annual calendar of meetings of the Council and its committees, and any extra-ordinary meetings of the Council called by the Chairman, and to attend and prepare the minutes of such meetings.
3. To produce information required for the Council to make effective decisions
4. To make sure all decisions of the Council are carried out accurately and as promptly as possible.
5. To receive and response to correspondence and documents on behalf of the Council, or bring such items to the attention of the Council.
6. To purchase goods and services on behalf of the Council
7. To manage the Council's website and social media sites.
8. To maintain the Council's policies and procedures of the Council.

9. To occasionally representative of the Council at conferences, meetings and other similar events.
10. To be responsible for ensuring that any property is regularly inspected, maintained and adequately insured.
11. If required by the Council, the post-holder will attend such professional development events as are relevant to their role. In the normal course events the cost of training courses will be paid for by the Council.
12. To carry out functions arising out of authorities devolved to the post-holder by the Council.
13. To fulfil the role of Responsible Financial Officer which will include the following:
 - i. To prepare financial reports for the Council using agreed Council templates.
 - ii. To prepare a schedule of accounts to be authorised for payment, using agreed templates
 - iii. To produce a balanced set of annual accounts, using the agreed Council template
 - iv. To prepare the annual Council budget and precept demand for Council approval.
 - v. To bank regularly any money received by the council.
 - vi. To ensure that all money due to the council is invoiced and paid promptly.
 - vii. To manage cash flow.
 - viii. To maintain the Council's appropriate accounting system.
 - ix. To handle the overall payroll payments, and payments to other parties
 - x. To reclaim VAT on behalf of the Council
 - xi. To produce accounts and records for internal audit (and external audit where required)
 - xii. To monitor compliance with the council's financial regulations.
 - xiii. To manage insurance risk. To process claims as necessary.
 - xiv. To maintain the council's register of property, assets and investments.
14. Any other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

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