

JOB DESCRIPTION FOR PART-TIME POST OF CLERK TO KERRY COMMUNITY COUNCIL

Job Title: Clerk

Part-time: 40 hours per month

Pay Scale: LC1 Scale 13-17 depending on experience (LC1 13 £28,163 PA/ £14.60 PH/ LC1 17 £30,060 PA £15.58 PH – based on 37 hours) pro rata but may be negotiable depending on experience and qualifications.

Place of work: Home Based, however expected to travel to the village halls of Kerry, Dolfor & Sarn for meetings.

The Clerk role involves, but is not limited to:

- Arrange, publicise, attend, take and prepare draft Minutes of each Community Council meeting. Prepare Agenda and Agenda Pack and associated correspondence/reports for these meetings. Arrange and publicise meetings, as necessary, including arranging any extra meetings on the same basis as above. Meetings may be in person, online only or hybrid meetings.
- Arrange, publicise, attend and take and prepare draft minutes of the Annual Meeting and the Annual Public Meeting, if held.
- Ensure draft minutes of all meetings are read, approved, signed and filed appropriately.
- Organise the current correspondence, reply to letters/emails and deal with matters arising from each meeting.
- Keep Councillors informed by email of relevant correspondence that needs review and/or action.
- Provide Community Councillors and the ward County Councillor with an agenda/ agenda pack and copy of previous meeting's draft minutes prior to each meeting and post a copy of the agenda and minutes on the website, noticeboards and social media, as required by the prevailing legislation.
- Assisting Councillors by liaising and overseeing the work of sub-contractors whether casually employed or through tendered contracts.
- Maintain asset register and ensure assets are regularly inspected by appointed Councillors and maintained to include annual ROSPA inspections for the playgrounds.
- Cemetery Administration including the upkeep of burial records, documentation and allocating plots. Ensuring that the RFO raises cemetery fee invoices.
- Attending the Cemetery Inspection with the Vice-Chair, or allocated Councillor, as required and compiling the post inspection report for the Council.
- Processing tenders and contracts as required for Councillor approval
- Ensuring that Risk and Method Statements, Liability Insurance and any relevant contractor documentation is received before on site work commenced
- The Clerk is the appointed Data Protection Officer for the Community Council and along with the Chair must ensure that the appropriate legislation is complied with.
- The Clerk is the appointed Member Complaints Resolution Officer for the Community Council and in conjunction with the Chair must seek to resolve internal member complaints in line with the Councils approved policy.
- In line with the Community Council's Social Media policy the Clerk is monitoring and review officer and in conjunction with the Chair should seek to ensure members adhere to the policy.
- Ensure the Standing Orders, Financial Regulations and all policies of the Community Council are produced in accordance with Government regulations and are reviewed annually by Councillors and recorded in the minutes appropriately.
- Liaise with the various outside bodies as and when necessary. Represent the Community Council at external meetings, when required.
- Disseminate incoming correspondence as appropriate and respond on behalf of the Community Council as directed. Maintain records and files, both electronically and paper copies where appropriate.
- Ensure, with the Chair, that Council business is conducted in accordance with current legislation,

- researching subjects and advising where necessary.
- Risk Assessments to be completed with the Chair or designated Councillor as required as per the Standing Orders of the Community Council.
- Oversee purchase and lease agreements in conjunction with the Chair, and in agreement with Councillors seek legal advice if necessary.
- Oversee training for Clerk, RFO and Councillors as deemed appropriate. Ensure new Councillors are provided with relevant documents.
- The Clerk is encouraged to obtain the CiLCA SLCC qualification within 2 years of commencing the role. The minimum qualifications to be obtained are the SLCC IICA and FILCA
- The Clerk is responsible for the Community Council's office work using the Community Council provided laptop and printer/scanner however internet access will be required in order to fulfil the role.
- Code of Conduct is a Councillor responsibility. The Clerk is the Monitoring Officer for the Community Council and can advise on the matter and must ensure that a Register of Members Interest is held and published in line with current legislation.
- To meet Welsh Government regulations the Community Council must have a website. The Clerk along with the Chair, is responsible for ensuring that the website is in operation and is kept up to date and ensure documents required by legislation are displayed.
- In conjunction with the Chair, deal with Freedom of Information requests and complaints.
- In conjunction with all Councillors, understand the needs of a diverse society and provide advice to the Community Council as required.
- Your normal hours of work are expected to be 40 hours per month, including attendance at Community Council meetings. Regular Council meetings are held on the last Wednesday evening of each month except August & December.
- The amount of work to be completed during each month will be different and your working hours should reflect the variable workload.
- If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these hours or you may take time off in lieu as agreed between you and the Council.
- This situation will be monitored and reviewed regularly in case there is a need to increase or decrease the number of normal hours paid. A time sheet or similar approved must be submitted to the Chair each month for signature.
- The Clerk is expected to keep up to date with the current legislation and advise the Council on any changes that may be relevant
- During periods of holiday or sickness the Clerk may be required to undertake some or all of the RFO role, as agreed by the Council. Overtime, as detailed above, will be paid.
- Any other duties that may be deemed appropriate.