

# COGGESHALL PARISH COUNCIL

Village Hall, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH  
01376 562346  
clerk@coggeshall-pc.gov.uk

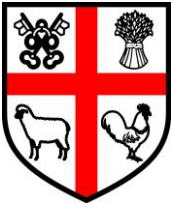
## COGGESHALL PARISH COUNCIL JOB DESCRIPTION - CLERK TO THE COUNCIL

### Overall Responsibilities

1. The Clerk of Coggeshall Parish 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 authority's Proper Officer.
2. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. The Clerk will be responsible for effective communications within the Council & the local community & for ensuring the aims & objectives of the Council are advanced.
4. The Clerk will be required to advise the 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 made by the Council
5. 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.

### Specific Responsibilities

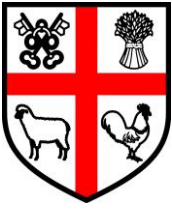
1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed and updated as necessary.
2. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
3. To prepare, in consultation with appropriate Chairman, agendas for meetings of the Council and Committees. To attend all meetings of the Council and all meetings of its committees and sub-committees and prepare minutes for approval, other than where such duties have been delegated to another officer
4. To manage the assets of the council, ensuring that all equipment is maintained, safe and usable.
5. To maintain, develop and control effective security measures and systems for all council records (including computer systems) and assets and to ensure that adequate back-up plans are in place. To manage the Council's obligation to make documentation accessible to the public as required by the Freedom of Information Act
6. To work with the RFO to ensure that the Council's obligations for Risk Assessment and to ensure are properly documented and met.



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7. To manage the burial ground in a legal, proper and sympathetic manner, having due regard to the legal requirements and record-keeping
8. To manage the allotments within the requirements of legislation.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
10. In consultation with the RFO, to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met on time and in accordance with the Council's mandates and procedures. To issue invoices on behalf of the Council for goods and services and to ensure payment is received in accordance with the Council's mandates and procedures.
11. 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.
12. To draw up both on his or her 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.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and that the Council is performing its obligations and business properly and legally and to make recommendations where appropriate.
14. To act as the representative of the Council as required.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To have achieved Certificate in local Council Administration as a minimum requirement for effectiveness in the position of Clerk of the Council.
18. To continue to acquire the necessary professional knowledge and skills required for the efficient management of the affairs of the Council through membership of the Society of Local Council Clerks. The Council will ensure sufficient time and resources are provided for this purpose.
19. To obtain membership of the professional body The Society of Local Council Clerks. The Council will ensure sufficient funds are made available for this purpose.



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20. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council if required.
21. To develop the Council's communications including notice boards, web site & email service, ensuring that they operate efficiently and securely and comply with all aspects of the Data Protection Act.
22. If any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.
23. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To prepare and conduct annual Appraisals of other employees in conjunction with the Council's Staffing Committee.
24. To be responsible for the website and newsletter editing / publishing
25. To manage the burial ground in accordance with the Council's policy and legal requirements.
26. To manage the Council's open spaces and ensuring all necessary health and safety requirements are met.
27. To oversee the management of the village hall
28. To manage the Council's tendering procedure and award of contracts ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its financial regulations.