



BUBBENHALL PARISH COUNCIL

Parish Clerk: Jane Fleming
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Parish Clerk / Responsible Financial Officer / Data Protection Officer

Background

The role of Clerk is to ensure that the Parish Council as a whole conducts its business properly and to provide independent, objective and professional advice and support. Parish Councils are part of local government and Bubbenhall Parish Council works closely with Warwickshire County Council and Warwick District Council.

Warwickshire County Council is responsible for strategic services such as highways, education, libraries social services, strategic planning and refuse disposal. Warwick District Council is responsible for local services including housing, local planning and refuse collection.

Parish Councils are often viewed as the part of government closest to the people. They are the only local government tier that represents residents at parish level. Bubbenhall Parish Council (as other parish councils) requests a precept, a sum of money from Warwick District Council which raises a council tax each year to improve facilities and services for local people. Bubbenhall Parish Council's powers and duties cover many things; these include the recreation ground, play equipment, village green, bus shelter, litter bins and grit bins.

Parish Council meetings (which are open to the public) are held 10 times per year on a Tuesday at 7.30pm in Bubbenhall Village Hall, so being a part time clerk is not just a daytime activity. Contracted hours are a minimum of 32 per month.

Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
5. To be responsible as the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
6. To act as the principal adviser on financial matters and be responsible for the careful administration of the Council's finances.
7. To act as the Council's Data Protection Officer and ensure that the Council complies with the Data Protection act.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
3. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council in accordance with all statutory requirements and prepare minutes for approval.
4. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.

5. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
6. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
7. To ensure that the Council's obligations for financial risk assessment and insurance are properly met.
8. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
9. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
10. To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.
11. To advise on and prepare and present the annual estimates of income and expenditure for revenue services, and annual precept requirements to the Council.
12. To ensure that the statutory external audit requirements are completed each year.
13. To monitor and manage the Council's budget expenditure and income and provide the Council with a regular statement of income and expenditure under each heading in the approved annual budgets.
14. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met
15. To ensure that:-
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked and all associated records kept and any queries are investigated
 - all necessary Revenue and Customs and VAT payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely

16. To monitor and ensure that the Council's accounts are balanced and the Council informed of the ongoing financial situation.
17. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
18. To work closely with internal and external audit to ensure financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the relevant Committee.
19. To ensure that appropriate and adequate insurances are maintained and an annual equipment inventory is carried out.
20. To ensure that all surplus Council funds are invested securely and to maximise income.