

Job Specification – Clerk / RFO Great and Little Chishill Parish Council

Background

The population of Great Chishill, including Little Chishill, was 678 as recorded in the 2011 Census. Great Chishill is a village in the civil parish of Great and Little Chishill, in the South Cambridgeshire district. Great and Little Chishill falls under the Foxton Ward. It is the highest point in Cambridgeshire, standing at 479 ft (146 m) above sea level. It is an *infill village.

The Parish Council consists of:

Simon Dring – Chair
Rebecca Pine – Vice Chair
Neil Clements – Councillor
John Ridge – Councillor and Little Chishill Councillor
Bob Hatt – Councillor
Jenny Leitch – Councillor
Neil Clements – Councillor

The County Councillor is currently Peter MacDonald
The District Councillor is currently James Hobro

The Council meets approximately 10 times a year (not including the Annual Meeting of the Parish and the Annual Meeting of the Council).

The Precept is currently £23,500 per annum.

The current Clerk / RFO (Proper Officer) is Cilca qualified.

Please visit www.greatchishillpc.com for further information about the Parish Council

<https://www.scambs.gov.uk/media/6017/39-great-chishill-2014.pdf>

*Infill villages have a defined village infill boundary, as shown on the adopted policies map, but are within the open countryside and do not have a settlement boundary. Some of the infill villages are also within the Green Belt, as shown on the adopted policies map.

Roles and Responsibility of a Parish Clerk / Proper Officer

The Clerk is employed by the Council. Their role is to support the Council via administrative activities as well being able to offer professional advice and guidance and is the statutory office holder. The Clerk is also the 'Proper Officer' a title used in statute. In financial matters they are also known as Responsible Financial Officer. Duties include:

- Summons Councillors to meetings and sets the agenda
- Accurately recording minutes at meetings and preparing draft minutes
- Offer guidance on procedures
- Oversee and preside on delegated functions
- Maintains accurate records (Register of Business Interest) etc
- Research and prepares background information on agenda items
- Ensures appropriate training for themselves and Council members
- Writes narrative for communication
- Maintains policies and procedure documents
- Maintains and administers the finances of the Council (RFO)
- Circulation of information to the Council
- Liaison with County and District Council personnel
- The Clerk is often the first person parishioners contact if they have an issue
- Makes sure that deadlines are made (planning and external audit)
- Keeps abreast of new legislation
- If other members of staff are employed, then the Clerk will assume their management
- Organises maintenance of assets of the Council
- Drives the Parish Council to be effective and efficient

Footnote:

*(under section 112 (1) of the Local Government Act 1972)

Other Duties Include (in no particular order)

- Update of the policy document
- Maintain and circulate monthly communications document
- Circulate monthly the Parish Council finance sheets
- Maintain the minute folder
- A small amount of filing
- Maintain and update the website
- Manage Parish Council subscriptions (journals / organisations / website and email addresses)
- Liaise with the village hall committee re room bookings for meetings
- Set-up of the committee room in the village hall for meetings

- Purchase of refreshments for the Annual Meeting of the Parish
- Print and arrange distribution of the invite for the Annual Meeting of the Parish
- Liaise with external and internal auditor re Annual Audit and preparation of the AGAR
- Report road and footpath defects on the highways portal
- Report planning irregularities on the SCDC planning portal
- Liaise with Blanche and Co re payroll
- Arrange Christmas gifts for various members of the community
- Maintenance of bus shelter light
- Keeping the Parish Council noticeboard tidy
- Check that the library in the telephone box is tidy
- Arranging Playsafely and Fresh Air Fitness to undertake an annual inspection
- Liaise with the Playing Fields Association re annual tree grants
- Liaison with village groups and organisations as appropriate
- Liaison with SCDC re councillor vacancies / elections
- Liaison with verge cutting contractors re village works (and ensuring highways pay our annual grant)
- Purchasing the Poppy Wreath for Remembrance Service in the Village and ensuring the Chair or another member of the Parish Council is available to lay it
- Arranging snow clearance with contractor as appropriate

Remuneration and hours

Approximately 30 hours per month (it can fluctuate from month to month)
 £5,258.88 per annum NALC 2023 pay scale 15-16

Annual leave is to be arranged with the Chair of the Parish Council