

# **CHARLBURY TOWN COUNCIL**

## **CLERK TO THE COUNCIL - JOB DESCRIPTION**

- The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.
- The Clerk is expected to advise the Council on, and assist in the information 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.
- The Clerk will be accountable to the council for the effective management of all its resources and will report to them as and when required.
- The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances and act as Responsible Financial Officer to the Council.

### Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.
2. To be the first point of contact for Council members with regard to all Council matters
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees. To attend such meetings or ensure that such meetings are Clerked and the minutes prepared for approval.
4. To ensure that all decisions of the Council, its Committees and Sub-Committees and Working Groups are carried out promptly and accurately.
5. 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 the instructions of, or the known policy of, the Council.
6. 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.

7. To draw up, both on his/her own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
8. To be responsible for the day-to-day management of the Council's contractors, including managing the delivery of services and fulfilment of service level agreements, as well as all financial aspects of these contractual relationships.
9. To be responsible for the management of the Town Cemetery including allocation of plots and sensitive communication with the bereaved.
10. To be responsible for the management of the council-run allotment sites including allocation of plots and communication with allotment holders.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. If so required, to act as a representative of the council at conferences, meeting, public, public inquiries and other similar events.
13. To issue notices and prepare agendas and minutes for and to attend the Annual Parish Meeting and other public meetings organised by the Town Council to inform and consult Charlbury residents on topics of interest, such as those necessary to facilitate production of a Climate Action Plan.
14. To be responsible for the delivery of the Council's communications strategy including managing the website, and drafting press releases about the activities of, or decisions of, the Council.
15. To attend training courses on the work and role of the Clerk as required by the Council.