

Job specification

Proper Officer for the Parish Council. The Clerk is under 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.

The clerk will need to liaise with the Chairman of the Council, other councillors, and the Responsible Finance Officer in carrying out these duties.

Minutes and Agendas (working with the Chairman, Vice Chairman, and other councillors)

- Preparation of agendas and associated paperwork for Parish Council meetings and meetings of committees and sub-committees to meet deadlines.
- Booking of and preparation of meeting rooms, ensuring chairs and tables are arranged. *[At present meetings are by Zoom until May 2021]*
- The accurate recording of minutes of all meetings and distribution to Councillors and any all others requiring such minutes.
- Carry out all instructions of the Council according to the minutes or known policy of the Council.
- Report back the recommendations of the planning committee on applications to the Borough Council within the deadline set.

Recreation Ground and allotments (working with and through the Recreation Ground Committee)

- Manage the Parish Grounds contract providing supervision to ensure the policies of the Council are met. Ensure work undertaken is of acceptable standard and negotiate when improvements are required; supervise and liaise with the contractor maintaining the football pitches.
- Liaise with the Cricket Club who rent the pavilion from the council
- To study reports and other data on activities of the Council and on related matters. Where appropriate to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- Oversee inspection of MUGA and play area for any damage or danger. Liaise with the Friends of Five Oak Green Rec on forthcoming projects.
- Administration of allotment plots. Oversee maintenance and liaise with tenants as and when required.
- Oversee a bi-annual tree audit and hedge cutting

Memorial Cottages (working with the Housing and Memorial Cottages Committee)

- The Parish Council is the landlord of the two memorial cottages [9 and 10 Brampton Bank] – the Parish Manager acts on its behalf. This will include reviewing rental rates, advertising vacancies and producing contracts, investigating, and resolving tenant complaints, enforcing the rules of tenancy, arranging annual property inspections and maintenance, and responding to emergencies.

Other council Property

- Supervise the cleaning contract of the public toilets in the Recreation Ground car park and ensure they are in good repair. Arranging repairs and maintenance where necessary.
- Inspect other properties to ensure they are in good repair (e.g. The sandbag garage, the Village Green, the bus shelter, and water fountain at Tudeley and the three parish defibrillators.) and report back to the council if taking action is required.

Neighbourhood Development Plan (working with the chairman of the working party)

- Attend meetings of the Neighbourhood development Plan working party and take and produce the agenda and minutes for each meeting.

General Matters

- Draw up on own initiative, and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the implications of specific courses of action.
- Maintain a good working knowledge of the Local Government Act, Freedom of Information Act, Data Protection Act, and other relevant legislation.
- Prepare the annual report (Newsletter) of the Parish Council prior to the Annual Parish Meeting (APM) and arrange for its distribution by email. Prepare the agenda and take minutes of the meeting. *[APM is held in April/May. Due to Covid it did not take place in 2020; we await advice on 2021]*
- Prepare a brief monthly report (mostly planning application details) for the Parish News
- In collaboration with the Responsible Financial Officer review and update as required Parish Council documentation (Standing Orders, Code of Conduct, Publication Scheme, Terms of Reference etc.)
- Research and prepare advice for the Parish Council to ensure legal compliance.
- Comply with Freedom of Information Act requests and Data Protection.
- Organise on behalf of the Parish:
 - Village Christmas Tree and lights and power supply [the tree has been donated to the parish in recent years
 - Liaise with the church over a road closure for the Carols on the Green
 - Liaise with RBL over the purchase of a poppy wreath for War Memorial
 - Liaise with the Fete Committee over the road closure for the Village Fete
 - Subject to council approval seek sponsorship for the annual Citizen of the Year Award (awarded at the fete in July)
- Other duties required by the Parish Council which are commensurate with the responsibilities of the job.

Outside Agencies

- Work closely with officers of the Borough and County Councils, the Police and other agencies on projects and issues which affect the Parish:
 - Borough council: elections; planning; monitoring officer; some street lighting
 - County Council: Highways, footpaths, street lighting
 - Flooding Environment Agency, Kent Highways, SE Water, Southern Water
 - Attend meetings with outside agencies where appropriate

Public Awareness

- Promote the Parish Council locally, raising awareness to ensure local people are aware of its responsibilities by the use of social media, the parish notice boards and other methods
- Advise the general public on who is responsible for various services and advise on whom to contact.
- Update and maintain the four Parish Notice Boards.

Office (working with and through the Staff Office and Administration Committee)

- Maintain and clean the Parish Office and maintain security. Use the office to store paper records where necessary.
- Operate the CCTV system and with the agreement of council update where necessary ensuring any evidence required is provided to the Police when requested.
- Install and use appropriate software as required.
- Organise, file, update, backup and maintain security of Parish Council documentation.
- Investigate, consider, and decide how to respond to all incoming correspondence, letters, emails, and phone calls.
- Open the Parish Council office for the hours advertised and deal with any queries or concerns received from the public. [*The Parish Office is normally open twice a week for an hour for the public to seek advice though it has been closed during the Covid crisis - we are seeking to restore this service*]
- Collect post and stationery supplies from the Village Post Office

Professional Development

- Attend training courses on the work and role of Clerk to maintain continuous professional development. It is hoped the successful applicant will aspire to be a Qualified Clerk through the Certificate in Local Council Administration (CiLCA) and to be a member of the Society of Local Council Clerks (SLCC).