

## **JOB DESCRIPTION**

### **Parish Clerk – Llanyblodwel Parish Council**

*Updated January 2026*

Llanyblodwel Parish Council currently meets 6 times a year every other month. The Council consists of 9 Councillors.

#### **Overall Responsibilities**

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 the functions of that office and in particular to serve or issue all notifications required by law.

The Clerk will be 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 and assist in the formation of policies to be followed in respect of the Council's activities and to produce all information required for making effective decisions. The Clerk will implement constructively all decisions of the Council.

The Clerk will be accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

#### **Specific Responsibilities**

##### **1. Governance and Administration**

- To ensure that the legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To prepare notices, agendas and supporting documents for meetings of the Council, including the Annual Parish Meeting, to attend such meetings and record the minutes for approval.
- To receive correspondence and documents on behalf of the Council and to deal with such items, or bring them to the attention of the Council. To issue correspondence as instructed by, or in accordance with the known policies of, the Council.
- To maintain the Council's records, policies, procedures and registers and ensure compliance with GDPR and the Transparency Code.

- To manage and update the Council's website and email systems to ensure legislative compliance, including AGAR Assertion 10.

## **2. Financial Responsibilities (as Responsible Financial Officer)**

- To monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- To prepare financial reports, budgets and forecasts for consideration by the Council.
- To liaise with the internal auditor and ensure the internal audit is carried out before July.
- To ensure that all the Council's financial obligations are properly met and that invoices for goods and services are received, checked and submitted for payment.

## **3. Asset and Contract Management**

The Clerk will manage, monitor and oversee the Council's assets, which include:

- **Two closed churchyards**, including grounds maintenance contracts, Health and Safety requirements, memorial safety testing and the management of any repair or restoration works.
- **Eighteen streetlights**, ensuring maintenance, inspection and contractor liaison.
- **Two defibrillators**, including maintenance of equipment, consumables, records and associated policies.
- **Two Vehicle Activated Signs (VAS)**, including monitoring and arrangements for maintenance.
- **Bus shelter and noticeboards**, ensuring they are maintained and inspected as required.

The Clerk will draw up contracts and manage contractors working on behalf of the Council.

## **4. Project Management and Procurement**

- To undertake procurement on behalf of the Council, including preparing specifications, obtaining quotations and presenting information to the Council.

- To secure external funding where appropriate, including for the improvement of youth facilities within the parish.
- To manage projects approved by the Council, including the procurement of play equipment, management of installation works and supervision of contractors to ensure that works are carried out to the required standard.

## **5. Community Engagement and Support**

- To act as the main point of contact for parishioners and external organisations.
- To provide information and assistance to the public in accordance with Council policies.
- To maintain good working relationships with Councillors, contractors, volunteers and the public

## **6. Other Duties**

- To supervise volunteers working on behalf of the Council.
- To draw up proposals for consideration by the Council and to advise on practicability and likely effects of suggested courses of action.
- To attend training as required and act as the Council's representative.
- To carry out any other duties that may be required by the Council which fall within the scope and grading of the post.