

## **Barley Parish Council Clerk Vacancy**

Parish councils in the county 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. All Parish Council meetings are open to the public. They are led by the Council's Chairman and advised by a Clerk who is there to see that business is conducted within the law.

Although this may sound pretty daunting in reality like everything else in life once you know how then it's all fairly straight forward and a very rewarding role. It is important to understand however that being a Clerk to a Parish Council is a job not a spare time activity - even if it takes only a few hours each week to do. The job is no different from large to small councils. What is different however is the amount of time needed to deal with the volume of business. For small parishes like BPC this need be only a few hours each week.

### **Location:**

Ninety percent of the role is home based except for monthly BPC meetings which is held on the first Monday of each month in the Town House.

### **Working hours:**

A typical working month average around 20 – 30 working hours. With the exception of specific hours each month to set up and attend the monthly BPC meeting from 19:30 – 23:00, all other duties can be performed at any other time during a day that fits the Clerk's schedule.

### **Salary:**

£12.00 per hour - PAYE contributions + £18 office allowance per month (stationary, paper, printing, office supplies, Norton Anti-Virus etc.). The Clerk submits an invoice to the BPC Responsible Financial Officer (RFO) a few days prior to the end of a month. The Clerk receives payment in the form of a cheque issued by the RFO and signed during the monthly BPC by the Chairman and one other Councillor.

### **Skills & Attributes needed:**

Clerks usually pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people. Underwriting these qualities is a sense of public duty - of wanting to help others in the community.

A BPC laptop and printer will be provided from where to receive and send all electronic correspondence as well as from where to prepare and print agendas, minutes and any other documentation in relation to the role of BPC Clerk.

### **Specific Responsibilities include:**

- To prepare and distribute the monthly Council meeting agenda as well as display a copy thereof on Village notice boards at least one week prior to the meeting. The monthly BPC meeting is held on the 1st Monday of every month from 20:00 in the evening until 23:00 at the very latest.
- To set up the Town House meeting hall for monthly Council meetings and attend such meetings. This involves setting up of chairs for parishioners and/or other members of the public that may attend the meeting and for specific guests from outside the village that may have been invited to attend. It also involves placing a number of light weight tables and chairs for Council members from where they address the meeting and discuss Planning applications.

- To take, prepare and distribute monthly Council meeting minutes for approval. Upon sign-off of meeting minutes, issue these to be published on the Council's website - <https://www.barley-village.co.uk/your-councillors>
- To issue notices and prepare agendas for the annual Parish Meeting called by the Chairman of the Council. The Annual General Meeting (AGM) normally takes place in May each year and is in addition to the monthly BPC meeting.
- To take, prepare and distribute AGM minutes for approval and upon sign-off issue these to be published on the Council's website.
- The Clerk acts as first point of contact for the BPC and will receive correspondence, documents and phone calls on behalf of the Council. This means that your address and contact details will be the new "home" of the BPC. The BPC address and contact details are printed each month in the 'Diary' and available on the BPC website.
- To support Councillors in their duties and to act as a representative of the Council as required: to build effective relationships with the public, other local authorities and outside bodies and organizations, and to respond to their enquiries.
- To promote the Parish Council through its website, local social media and the local 'Diary' newsletter and to ensure where relevant information is regularly and accurately updated.
- To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council. These are paid for by the Council. The next available New Clerk Induction training course available is spread over 2 days (10am – 3pm), Jan 8<sup>th</sup> & 15<sup>th</sup>.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested membership of the Society of Local Council Clerks is recommended but not requisite.
- Any other duties commensurate with the post, as notified and agreed by Council.

Those interested in the role can apply by submitting their CV along with a cover letter that summarise their interest and availability to [barley.parishclerk@gmail.com](mailto:barley.parishclerk@gmail.com).