**Middleton Stoney Parish Council Clerk**

**Introduction**

Middleton Stoney Parish Council is looking to appoint a new Parish Clerk to start on 1st April 2021. This is an exciting position at the heart of our village community and a great opportunity to contribute to the PC’s aims of making the village a better place to live. Our annual plan is on the Village Website but our key aims are to:

* To tackle the traffic problems in the village;
* To improve the village environment and quality of life;
* To respond actively on planning applications affecting the village.

The role of parish clerk is a paid position and is currently remunerated at a fixed rate of £1800 per annum on top of reasonable expenses incurred in the performance of Council business. It is the key role in supporting the Parish Council ( there are 7 Parish Councillors elected or co-opted every 4 years). The Parish Council meets 6 times per year.

We are looking for someone with good interpersonal, organisational, communication and PC skills, as well as experience and a track record in financial management and accounting. Some experience of working with websites and preparing written communications would be helpful, although training can be provided. The role holder will need to be self motivated and able to manage and organise their own workload.

If you want to know more, please look at the village website – [www.middletonstoney.com](http://www.middletonstoney.com) where more information relating to the Parish Council may be found, or talk to one of the Parish Councillors.

**It is expected that the role can be accomplished in approximately 3 -5 hours per week on average when a suitable routine is developed.**

**Overall Responsibilities**

The Clerk to the Council is the only employee and the Proper Officer\* of the Council and as such is under a statutory duty to carry out all the functions of a Council’s Proper Officer. In particular they are to serve or issue all the notifications required by law (e.g. notices of meetings to Councillors and the public) and ensure that the instructions of the Council in connection with its function as a Parish Council are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council’s activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

\* 'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function, such as administration of financial affairs, and provision of guidance on governance, ethical and procedural matters.

The Clerk will give guidance to the Council as necessary on governance and procedural matters, liaise with the Monitoring Officer at Cherwell District Council and retain copies of Councillors’ Register of Interests.

The role holder 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 the Responsible Financial Officer and responsible for all financial records and statements of the Council, including the management of the annual budget and preparation of accounts.

The Clerk will understand the issues facing the Parish Council and the environment within which it operates and will commit to an ethos of public service.

**Specific Responsibilities**

**Ensuring compliance with legal duties**

* Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
* Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
* Prepare informative agendas for meetings of the Council, in consultation with Councillors.
* Issue notices and agendas for the Parish Council’s annual meeting (usually taking place in May) and the Parish Meeting.
* Attend all meetings of the Full Council, take a formal Minute of the meetings and create an Action Log. Ensure that these actions are taken in advance of the following meeting.
* Ensure that the Council's obligations for Risk Assessment are properly met.

**Financial management**

The Parish Council subscribes to a Code of Conduct and its administrative and procedural affairs are governed by Standing Orders and Financial Regulations.

* Manage the annual budget for Council and its committees, and prepare financial statements
* Prepare annual budgets (December) for consideration by the Council in setting the Annual Precept.
* Monitor and balance the Council’s accounts and prepare records for audit and VAT purposes.
* Ensure that correct financial records are kept and that internal checking regimes are established.
* Account to HMRC for tax relating to the salary of the Clerk and complete all statutory requirements laid down by HMRC.
* Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
* Research and bring forward opportunities to apply for grants to support programme aspirations.

**Communications**

* Manage the Parish Council’s website and ensure it is accurate and up to date.
* Identify items to post on the website and in Parish Newsletters.
* Devise new ways to communicate with our community in order to find out their priorities and requirements.
* Work cooperatively with the media to promote the role and a positive public perception of the Council.

**Professional Development**

The Chair will agree objectives on an annual basis, and seek to ensure that the necessary training, support and help is available to enable you to carry out your role. In particular you may attend training courses or seminars on the work and role of the Clerk as required by the Council to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

**How to apply**

**If you’re interested in applying please send a short cv ( no more than 2 pages) and a covering e-mail setting out your motivation to Jonathan Rees at** jandkrees@btinternet.com **by Monday 8 February. Jo Dunne and Juliet Cornford will then interview candidates w/b 22 February with a view to a recommendation to the Parish Council meeting on 8 March.**