



# PULHAM MARKET PARISH COUNCIL

MRS C CRANE PARISH CLERK, SIXMILL GREEN, COLEGATE END ROAD, PULHAM MARKET, NORFOLK IP21 4G, Telephone 01379 608590

## Pulham Market Parish Council

### Parish Clerk and Responsible Financial Officer and Data Protection Officer - Job Description

#### **1. PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER AND DATA PROTECTION OFFICER – JOB DESCRIPTION**

##### General Statement

**Job Specification:** Parish Clerk and Responsible Financial Officer and Data Protection Officer.

**Job Location:** The Parish Clerk will use his/her residence as their place of Work.

**Hours:** Average 40 hours per month plus additional hours as required to meet the Council's needs.

##### **Job Summary:**

1. The Clerk is the proper officer of the council and will carry out all the functions conferred on the proper officer by statute or otherwise.
2. The Clerk will work on the instructions and in close liaison with the chairman and councillors.
3. The Clerk will be responsible for ensuring that the statutory and other provisions governing the administration of the council and its affairs are complied with.
4. The Clerk is the Data Protection Officer and will undertake an information audit, to manage the information collected by the Council, to issue Privacy Statements, to deal with any complaints raised, if any, and deal with the safe disposal of information.
5. The Clerk will prepare the agendas for meetings of the Council, committee meetings and Annual Parish Meeting, attend such meetings and will prepare the minutes of such meetings for submission to the council for approval.



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6. The Clerk is Responsible Financial Officer of the Council and will prepare and maintain the accounts and other financial records of the council (including those relating to Value Added Tax) in accordance with all statutory and other accounting and audit requirements and practices.
7. The Clerk will operate PAYE being responsible for the deduction of income tax and national insurance contributions from the Clerk's remuneration and payment of the same to the Inland Revenue.
8. The Clerk will be responsible for ensuring that all decisions of the Council, its committees and sub-committees are carried out promptly and accurately.
9. The Clerk will be responsible for receiving all correspondence whether by post, email, phone or fax and other documentation on behalf of the Council and for ensuring that the same is brought before the council or its relevant committees or sub-committees as necessary.
10. The Clerk will, if so, required by the Council, review and report on the policies of the Council and how effectively they are being implemented, having regard to the principles of "best value" prescribed by or under statute.
11. The Clerk will be responsible for supervising contractors providing a service to the Council and ensuring that relevant statutory provisions covering the terms and conditions of their employment are observed.
12. If so required by the Council, the Clerk will act as a representative of the Council at conferences, meetings, public inquiries and other similar events.
13. The Clerk will be responsible for preparing and keeping up to date an Asset Register of the Council's property and assets, ensuring that the property and assets are regularly inspected and maintained and ensuring that it is covered by adequate insurance.
14. If so required by the Council, the Clerk will (at the cost of the Council) attend training courses on subjects relevant to the role and responsibilities of the clerk of a local council.
15. If so required by the Council, the Clerk will prepare and issue information about the activities of the Council to the press and other media organisations.
16. The Clerk will be responsible for the running and administration of the Council's Burial Grounds, including dealing with members of the public and funeral companies and keeping accurate records.



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17. The Clerk will be responsible for the maintenance and updating the Parish Council's website and for supplying a monthly report to the Parish Magazine.
18. The Clerk will be responsible for compiling the Council's own monthly communication 'Diary' for printing and collecting it from the printers.

**Responsible to:** The Clerk will be responsible to Pulham Market Parish Council.

## **Duties & Responsibilities:**

### **1. Meetings**

The Clerk will;

- 1.1 Prepare and circulate agendas, accompanying papers, and correspondence to Councillors & invite special guests where appropriate.
- 1.2 Attend meetings, take minutes, deal with matters arising, prepare and circulate minutes of meetings. Deal with correspondence. Maintain and file agreed records of meetings.
- 1.3 Advertise meetings and agendas within the Parish, & report proceedings of meetings within the Parish.
- 1.4 Ensure that all decisions of the Council, its committees and sub-committees are carried out promptly and accurately.
- 1.5 Assist in the preparation of an annual report for Annual Parish Meeting.
- 1.6 Liaise with Parishioners when required. Draw ongoing concerns to attention of Parish Council.

### **2. Responsible Financial Officer**

The Clerk will;

- 2.1 Be the Responsible Financial Officer for Pulham Market Parish Council, in accordance with section 151 of Local Government Act 1972 and undertake duties as detailed below and in the Council's adopted Financial Regulations (attached).

The Responsible Financial Officer will be required:-



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1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council / Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank regularly all money received by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To manage the cash flow and to control investments and bank transfers.
7. To control payments made by cheque.
8. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
9. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
10. To verify, analyse for accounts purposes, and to authorise supplier's invoices for recommendation for payment.
11. To prepare Financial Statements for each financial year, and for each financial quarter, for Councillors and the public.
12. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
13. To arrange for appropriate Internal Audit in accordance with Financial Regulations.
14. To monitor compliance with the Council's Financial Regulations.
15. To manage the Risks faced by the Council and to recommend such insurance as is required, or is mandatory (Employer's Liability and Fiduciary Guarantee).
16. To maintain the Council's asset register.

### **3. Burial Ground**

The Clerk will;

- 3.1 Manage the Burial Ground in accordance with the instructions of the Parish Council.
- 3.2 Organise and arrange the maintenance of the Burial Ground.
- 3.3 Manage accounts and payments in accordance with Financial Regulations.
- 3.4 Attend meetings of the Burial Ground Working Party and deal with all correspondence in relation to the Burial Ground.
- 3.5 Organise and arrange for a quarterly check of the Burial Ground.



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## **4. Playing Field, Pavilion, Play-Area and Open Spaces**

The Clerk will;

- 4.1 Manage the Playing Field, Pavilion, Play-Area and Open Spaces in accordance with the instructions of the Parish Council.
- 4.2 Obtain quotations for and arrange the maintenance of the Playing Field, Pavilion, Play- Area and Open Spaces. Monitor the service of the contractors and report back to the Council as necessary.
- 4.3 Manage accounts and payments in accordance with Financial Regulations.
- 4.4 Attend meetings of any sub-committees in relation to the Playing Field, Pavilion, Play-Area and Open Spaces, produce agendas, take minutes and deal with all correspondence in relation to the these areas.
- 4.5 Organise and arrange for an annual Play-Area inspection and report back to the Council on the outcome of the inspection.

## **5. Training**

The Clerk will;

- 5.1 Attend training sessions as appropriate to ensure knowledge is current and up to date.
- 5.2 Advise Councillors of training sessions available to them, and arrange attendance where appropriate.

## **6. Street Lighting**

For those street lights and lighting columns owned and maintained by the Parish Council the Clerk will;

- 6.1 Maintain an up-to-date inventory of the Council's street lights.
- 6.2 Report any lights which require attention to the maintenance contractor.
- 6.3 Obtain quotes for annual maintenance of columns, replacing damaged columns and supply of electricity.
- 6.4 Process insurance claims where appropriate, in accordance with Standing Orders.



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For those street lights and lighting columns owned by another Council -

6.5 Report any lights which require attention to the appropriate Council.

## 7. **Communication**

The Clerk will;

- 7.1 Manage the Parish Council's website and Facebook page in accordance with the instructions of the Council.
- 7.2 Organise and arrange the maintenance of the website. Update the website regularly and at least monthly in accordance with the Council's instructions.
- 7.3 Manage accounts for the website and payments in accordance with Financial Regulations.
- 7.4 Prepare a monthly report from the minutes of the meeting for publication in the Pulhams Parish Magazine.
- 7.5 Prepare the Council's own parishioners 'Diary' with grid for details of village events and notes of interest from the Council, collecting from the printers when ready.

## 8. **Health and Safety at Work**

The Clerk will;

- 8.1 Comply with Health and Safety at Work policies. This encompasses those substances covered by COSHH Regulations.
- 8.2 Arrange and maintain the Risk Assessments in accordance with Safe Working Practices.

## 9. **Record Keeping- General Data Protection**

The Clerk in line with legislation will ensure information and data is kept safe and secure and ensure the safe disposal of information.

The Clerk will;

- 9.1 In line with GDPR;
  - a. carry out on an annual basis an information audit
  - b. manage information collection for the council in line with GDPR



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c. issue privacy statements as required

## 10. **Any Other Duties**

The Clerk will undertake;

10.1 Any other duties which may from time to time be allocated by the Council which may reasonably be expected to be carried out by a Parish Clerk.

This job description is subject to review, at least annually or whenever necessary, in consultation with the post holder.

Pulham Market Parish Council is an Equal Opportunity Employer.

A 'No Smoking' Policy exists at meetings, and within Parish Council buildings.

The job description was first dated 14.02.2014 and revised March 2019 to include GDPR.