



## Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org) 01623 626857

# Job Description for the Clerk

## Clerk

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of Council in connection with its function as a local authority are carried out. The Clerk is expected to advise Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and to implement constructively all decisions.

## Clipstone Parish Council

Clipstone is a growing village in north Nottinghamshire with a population of just under 5,000 residents. The Council's full complement of Councillors is 9 but is currently operating on a reduced capacity of 6 Councillors. The precept for the forthcoming financial year is £166,200 with forecasted income from other sources of circa £50,000. The Council also has healthy reserves to aid its project delivery ambitions.

The Council employs 6 other members of staff, all of whom work part-time, 3 grounds staff, a village hall warden, cemetery warden and an administrative assistant. It is also currently advertising for a Responsible Financial Officer (RFO). To take the Council forward the Clerk and the RFO will need to work closely together. The Clerk will lead and support staff but first and foremost they should be prepared to work as a team.

## Assets

The Council owns or has responsibility for the following assets:

- Village Hall
- Cemetery
- Former Squash and Sauna building
- Pockets of land in the area
- Christmas lighting display and Christmas tree

## Projects

The Council is working to deliver a community hub, realise the delivery of several aged projects and to benchmark then raise its staff's terms and conditions to levels that would be recognised within the sector as those of a fair and good employer.

## Specific Responsibilities

1. To ensure that statutory and other provisions affecting the running of the Council are observed.
2. To prepare, in consultation with the Chairman, agendas for meetings of the Council and committees. To arrange the issuing and publication of notices. To attend such meetings and prepare minutes for approval.

3. To attend all meetings of the Council and all meetings of its committees and sub-committees as required.
4. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents in accordance with the Council's procedures or to bring such items to the attention of the Council.
5. To lead and co-ordinate the Council's projects.
6. At the request of Council, and in conjunction with the RFO prepare grant application submissions.
7. To manage the Council's website and social media.
8. To study reports and other data on activities of the Council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the Council.
9. To draw up reports on his/her own initiative and as a result of suggestions by Councillors. To present these reports for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.
10. To implement the policies of the Council and monitor to ensure they are achieving the desired results and, where appropriate, recommend changes.
11. To promote the village hall. To receive and manage enquiries as well as liaising with the village hall warden to ensure the smoothly operational running of the village hall.
12. To manage the cemetery and ensure its smooth operation in a manner that is respectful.
13. To act as the representative of the Council as and when required.
14. To prepare agendas and minutes for the Annual Parish Meeting. To attend the Parish Meeting and to implement any decisions made at the Parish meeting, as agreed by the Council.
15. To prepare, in consultation with the Chairman, press releases about the activities or decisions of Council.
16. To attend training courses or seminars as required by the Council. This may include attendance at the Society of Local Council Clerks, Nottinghamshire Association of Local Councils and National Association of Local Councils events. Membership of the Society of Local Council Clerks will be covered by the Council.
17. If not already attained, to work towards the status of being a CiLCA qualified Clerk within 18 to 24 months. The CiLCA qualification is considered a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.