



Clerking Function

Key Duties

It is the role of the clerking function at Moulton Parish Council is to perform or delegate the following duties:

1. To ensure that statutory and other provisions governing or affecting the running of Moulton Parish Council are observed.
2. To monitor and balance the accounts of Moulton Parish Council and Moulton Playing Field Trust, and prepare records for finance committee members, audit purposes and VAT.
3. To ensure that Moulton Parish Council's obligations for Risk Assessments, GDPR and Data Protection are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of Moulton Parish Council, Moulton Playing Field Trust and the council's committees and subcommittees.
5. To attend and take minutes for meetings of Moulton Parish Council, Moulton Playing Field Trust and the council's committees and subcommittees, other than where such duties have been delegated to another officer or councillor.
6. To receive and issue correspondence and documents on behalf of Moulton Parish Council and Moulton Playing Field Trust and to deal with the correspondence or documents in accordance with the relevant policies. To issue correspondence as a result of instructions of, or the known policy of Moulton Parish Council and Moulton Playing Field Trust.
7. To receive and report on invoices for goods and services to be paid for by Moulton Parish Council and Moulton Playing Field Trust and to ensure such accounts are met. To issue invoices on behalf of Moulton Parish Council and Moulton Playing Field Trust for goods and services and to ensure payment is received.
8. To study reports and other data on activities of Moulton Parish Council and Moulton Playing Field Trust and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by Moulton Parish Council.
9. To maintain a good understanding of community needs through surveys and other methods. To develop and recommend plans and long term strategies for the Moulton Parish Council and ensure their successful implementation.
10. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Moulton Parish Council and to advise on practicability and likely effects of specific courses of action.

11. To supervise any other members of staff as their line manager in keeping with the policies of Moulton Parish Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
12. To monitor the implemented policies of Moulton Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Moulton Parish Council as required.
14. To issue notices and prepare agendas and minutes all Parish Meetings, attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by Moulton Parish Council.
15. To prepare, in consultation with the Chairman, news releases about the activities of, or decisions of, Moulton Parish Council.
16. To oversee or make arrangements for the management of any Council projects undertaken or any functions or services that Moulton Parish Council is committed to provide for the community.

Accountability

The clerk(s) are directly accountable, on a day-to-day basis, to the vice-chairman and chairman of Moulton Parish Council only. Outside of meetings, all direct interaction to the clerk(s) by elected members of Moulton Parish Council, should be from either the vice-chairman and chairman only (unless those powers are formally delegated). This does not preclude members of the parish council from engaging with the clerk(s) as parishioners, or responding to the clerk(s) when prompted.

However, as with items 5 and 6 above, the clerk(s) will need to liaise with the subcommittee chairmen to fulfil their obligations to Moulton Parish Council, and any contact with councillors as part of Moulton Parish Council's designated HR policies, are excluded from the above statements.

The clerk(s) should adhere to the following schedules so councillors and council members have set expectations of what to expect from the parish council's clerking function.