**Clerk and Responsible Financial Officer to Bledlow-cum-Saunderton Parish Council**

**Job Description**

Prepare agendas, notices and papers for Council meetings.

Attend Council meetings, take notes for the preparation of minutes and reports.

Advise the council on matters of procedure and ensure all business is conducted lawfully.

Draft Council minutes and liaise with Council Chairman to ensure accuracy. Maintain an archive of minutes and ensure that copies are posted on the Council’s website

Maintain files of Council correspondence and project/subject matter documents, and ensure safety of Inclosure Award documents and other Parish Archives.

Compose monthly Council reports for each of the two parish newsletters, and occasional material for the Parish website.

Receive and distribute planning applications for consultation by the Council members, and post the Council’s comments and decisions on the WDC planning website.

Maintain the Council’s books of account, draw up cheques for payments, ensure receipts are banked, and regularly reconcile the books of account and bank statements, whilst managing the Council’s bank balances in an appropriate manner.

Ensure that Clerk pay’s and PAYE records are maintained.

Ensure that Value Added Tax is accounted for and reclaimed from HMRC as appropriate.

Arrange new bank mandates as required.

Draw up an annual statement of receipts and payments in the format required by the external statutory auditor, ensure that the accounts are audited by the Council’s appointed internal auditor.

Prepare the statutory Annual Report for the external auditor, ensure it is approved by the Council, and submit it to the external auditor within the allotted timescale. Ensure that the audited Annual Report and accounts are available for public scrutiny.

Ensure that externally audited Annual Reports and associated backing records are held for a minimum of six years.

Prepare a draft annual budget and suggested precept, in readiness for Council scrutiny, modification as required, and approval.

Submit a precept requisition to WDC’s Financial Officer, with the required precept to be paid in two instalments in April and September.

Make Village Hall bookings for the following year’s Council meetings before the end of each calendar year.

Maintain records for the Council’s civil burial ground. Allocate grave spaces and liaise with funeral directors.

Deal and liaise with BCC, WDC, TfB, and other statutory authorities as appropriate or necessary.

Deal with parishioners’ phone calls, letters, complaints and queries as appropriate.

Ensure that the Council’s insurance cover is adequate, and is renewed annually. Maintain an asset register.

Ensure the Council’s website is maintained to conform with statutory requirements.

Ensure that the Bledlow Holy Trinity closed churchyard is maintained in accordance with what is legally required including periodic safety checks on gravestones.

Negotiate contracts for sub-contracted open spaces and other work done on behalf of the Council and ensure that work in excess of £1000 is properly tendered.

Monitor all sub-contracted work to ensure that it is done to the Council’s requirements and within budget.

Ensure that all Council vacancies are filled lawfully, where necessary by co-option

Liaise with Bledlow Consolidated Charities as required and ensure that trustees are duly appointed in accordance with the Trust Document.