



## **BOX PARISH COUNCIL – JOB DESCRIPTION**

### **PARISH COUNCIL CLERK & RFO**

March 2025

**Job Title:** Box Parish Council Clerk and RFO

**Location:** Box Parish Council Office

**Hours:** Monday-Friday including evening attendance at meetings

#### **General**

The Clerk to the Council will

- Attend all formal meetings of the Parish Council and prepare the Minutes therefore.
- Send out all Agendas, Minutes, letters and other documents as the business of the Parish Council shall require
- Attend all such meetings and conference as may be necessary for the proper discharge of the duties of the Clerk or as the Parish Council shall reasonably require
- Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters and other documents of or concerning the Parish Council or its staff.
- Oversee the maintenance and repair of all Parish Council owned buildings, property and equipment
- Be responsible for all legal matters affecting the Parish Council and update any leases, policies etc on a regular basis.
- Day to day running of the office , dealing with correspondence, telephone calls and queries from parishioners. Maintaining links with other organisations and authorities
- Overseeing Health and Safety and Risk Assessments

#### **Specific duties**

##### **Responsible Financial Officer**

The Parish Clerk will also be the Responsible Financial Officer, this will involve:

- Processing all invoices as they come in and present them for approval at the Finance & Governance Meetings or Full Council meetings. Details to be entered onto the account software.
- Draw up receipts for all monies received and pay these into the bank where necessary.
- Prepare a statement of balances for the Committees and Bank balances for presentation at Committee and Full Council meetings.



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- Payment of salaries to all employees. Calculate and pay all monies due to the Inland Revenue and maintain the necessary records.
- Complete the VAT returns and submit these regularly.
- Make arrangements for the Internal Audit to be carried out as required. Prepare all necessary documents and complete the Annual Return for the approval of the Parish Council prior to submission to the External Auditor.
- Prepare the budgets for all the Committees during October - December and set the Council approved precept for the forthcoming year.

#### **Open Spaces**

The Parish Clerk will be responsible for overseeing the day to day running of the Open Spaces as follows:

- Liaise with the OSW and CMO regarding ordering of materials, spares, repairs etc through the recognised suppliers.
- Oversee the contracts and maintenance of the Bowling Green with the approved contractors.
- Liaise with the appointed person for the casual bookings of the tennis courts processing all monies received.
- Liaise with the Football Clubs and the OSW for all football matches played and process all monies received.
- Maintain the register of allotments together with the waiting list. Collect and process the rental from the allotment holders.
- Oversee the use of the car parks
- Maintenance safety checks and general maintenance of the play equipment
- update the inventory of equipment; ensure that the machinery is serviced annually and any replacement items budgeted for.
- Box Hill and Rudloe, manage the peppercorn rents from Albion Terrace and the Lower common. Liaise with users and volunteers.

#### **Buildings**

The Parish Clerk will be responsible for the day to day maintenance of all parish building assets and letting of the Pavilion as follows:

- Process all requests for hiring and keep an up to date register of all lettings. Process the necessary booking form and payments.
- Invoice all the regular users and ensure that payment is received.
- Oversee the maintenance of the buildings and carry out necessary repairs and checks



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#### **Planning**

The Parish Clerk will be responsible for the processing of all planning applications received as follows:

- Notify the Planning Committee Chairman of any planning applications received and ensure that these are processed within the necessary time frame.
- Keep the Parish Council informed of any Enforcement Matters and other issues relating to planning
- Liaise with parishioners, applicants and planning officers re applications

#### **Burial**

The Parish Clerk will be responsible for the maintenance of all Burial Records and the processing of documents as follows:

- Liaise with the Funeral Directors for any interment and process the necessary documentation and update registers as soon as possible thereafter
- Meet with the grave digger to identify the graves
- Process applications for the erection of headstone liaising with the Monumental Masons and the Burial Committee. Preparing the necessary permits for the work.
- Ensure that the Book of Remembrance is maintained and updated regularly

#### **Personnel**

The Parish Clerk will be the line manager for the Parish Council employees i.e.

- Assistant Clerk; Open Spaces workers (OSW); Cleansing and maintenance operative(CMO); Council Cleaner and managing any other staff in the future.
- Deal with necessary day to day issues relating to members of staff including giving instructions for work and listening to any grievances.
- Process and keep a record of all staff leave and absence
- Arrange training of staff as necessary.
- Deal with any disciplinary and grievance issues as per the set policies.