

## **OXSPRING PARISH COUNCIL**

### **Clerk to the Council**

#### **Job Specification**

The Clerk to the Council shall:

- Attend all formal meetings of the Council and Parish Assembly for the Oxspring Civil Parish and prepare minutes thereof.
- Dispatch promptly all notices letters and other documents as the business of the Council shall require.
- Attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council shall reasonably require.
- Keep safely and conveniently in secure but accessible custody all deeds, plans, records, writings and other documents of or concerning the Council or its staff.
- Act as its Responsible Financial Officer and keep all proper accounts records and controls of the finances associated with the Council and its activities. Advise the Council in its financial duties and responsibilities.
- Act as the Council's Allotment Manager and fulfilling on behalf of the Council the management inspection and records of its allotments. For these duties an annual allocation of 15 hours work time is available from the total hours of work.
- If any statute regulation or order confers any functions or imposes any duties upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.