

Langton Matravers Parish Council Clerk, Clerk to the Burial Authority

and Responsible Financial Officer.

Job Description/Specification.

The Clerk shall:-

a) Duly and faithfully carry out all lawful orders and instructions of the Council and shall perform all the duties of and attached to the office of Clerk and shall take all reasonable steps to protect or promote the interests of the Council.

b) Prepare agendas for meetings and attend all formal meetings of the Council and of the Parish of Langton Matravers Annual Parish Assembly and keep the Minutes thereof. Post all relevant material relating to meetings and other Council matters on the website and noticeboards.

c) Dispatch promptly all notices, letters, e-mails and other documents as the business of the Council shall require.

d). 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.

e) If any statute, regulation or order confers any functions, or imposes any duties, upon a proper officer of the Council, the Clerk shall be the proper officer and carry out those functions and duties except where some other person shall have been duly appointed by the Council as the proper officer.

f) Attend training as necessary as outlined in the Council’s Training Policy.

g) Ensure that all policies, procedures, registers and other formal documents are kept up to date and reviewed at least annually by the Council.

h) Ensure that all deeds, plans, records, letters, writings and other documents of or concerning the Council are kept safely and conveniently in secure but accessible custody and in line with the Council’s policies.

i) Open the Parish Office to members of the public on at least one day a week at such times as may be agreed by the Council, providing a source of information on Council and Parish matters. Manage appointments outside these hours.

j) Liaise with other T&PCs, and County Council department officers, Cllrs, tradespeople and such other people as may be necessary to carry out the resolutions of the Council and its day-to-day business.

**Finance**

k) Be responsible for all financial accounting and control of the council’s monetary assets, invoicing, payment of bills, banking, financial records, financial procedures and related matters such as insurance, as well as the preparation of the accounts for internal and external audit.

l) Maintain PAYE records and pay monthly tax and National Insurance to HMRC as necessary.

**Allotments**

m) In the role of Allotment Administration Officer, manage allotment tenancies, collect annual rents and manage the termination and re-letting of plots, including showing prospective tenants around allotments.

n) In conjunction with the Allotment Liaison Officers, carry out at least three allotment inspections per year, keeping notes and informing tenants of the results.

o) Liaise regularly with the LMAA.

**Cemetery**

p) In the role of Clerk to the Burial Board, keep all statutory records (three registers and associated paperwork), liaising with Funeral Directors and members of the public.

q) Maintain an up to date record and plan of burials in digital form; update list of burials on website annually, and give an annual Cemetery report to Council.

r) Collect cemetery fees.

s) Make regular inspections of the cemetery to ensure that it is in a tidy condition; that all monuments and tributes are compliant with the cemetery regulations and liaise with Grounds Maintenance contractor as necessary.

t) Show prospective purchasers of burial plots round cemetery and issue Grants of Exclusive Right of Burial and Privacy Notices.

**Other**

u) Manage day-to-day running of the office, toilet block, Council buildings and other infrastructure assets including inspections, liaison with cleaners and all other service providers. Pay all associated bills in a timely fashion.

v) Update website regularly as necessary, including news posts, agendas and meeting minutes, financial information and Governance and Policies; ensure that all material is up to date.

w) Inspect Play Area equipment and Woodland Trail regularly (at least fortnightly) and keep a record of inspections: ensure that any remedial work necessary is carried out in a timely manner and reported to Council.

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