

North Somercotes Parish Council
Parish Clerk and Responsible Financial Officer

Hours – Part time - 20 hours per week (Clerk and RFO)

to be worked flexibly by agreement

(plus, ad hoc additional hours as required/agreed owing to nature of the work)

Pay Scale – Local Government Scale

Salary will be within the National Association of Local Councils (NALC) LC1/LC2 pay scale (points 8–23)

Equivalent to £13.90 - £17.85 pr hr depending on qualifications and relevant experience

Holiday Entitlement - 23 days pro rata (28 after 5 years) and Bank Holidays

plus 2 statutory days, access to NEST Pension arrangements

Job Description

1. Overall Responsibilities

The Clerk to the Council is the Proper Officer of the Council and as such is under a Statutory Duty of responsibility for carrying out all the functions, and in particular to serve or issue all the notifications, required by law of a Parish Council's Proper Officer. North Somercotes population was 1711 (2021 census) and the council has set a precept of £47,520 for 2026/2027.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective lawful decisions and to implement constructively all decisions. The post holder is accountable to the Council for the effective management of all its resources and reports to the Council on these as and when required.

The Clerk is the Responsible Financial Officer and as such is responsible for budgetary management and all financial records of the Council as well as the careful administration of its finances and protection of its assets; including the organisation of internal audit, ensuring the external audit and Precept requirements are met within the required standard and timescale, maintaining an asset register and reviewing/recommending the insurance provision to ensure adequate cover of its assets and liabilities.

The Clerk is also responsible for the management of the Cemetery including staffing matters, grounds maintenance, receipt and banking of fees, review and implementation of rules and fees, and the maintenance of meticulous burial records as required by statute. The Clerk is also responsible for the management of the Public Toilets.

2. Specific Responsibilities

- To ensure that the legal, statutory and other provisions governing or affecting the lawful running of the Council are observed. Research and draft the required policies and procedures required to achieve this for council adoption, ensuring that they are achieving the desired result, and where appropriate suggest modifications.
- To ensure that the Council's delegated obligations for Health & Safety, Risk Assessment and Data Protection are properly met, making recommendations for and implementing change as required
- To deal with the General Public on all parish matters, acting as the first point of contact

North Somercotes Parish Council
Parish Clerk and Responsible Financial Officer

- To administer the co-option to Councillor vacancies on behalf of the Council, and in liaison with the District Council as required by Statute, including the organisation of interview panels, and completion of Councillor Declarations of Interest and induction of new Councillors.
- To prepare and organise, in consultation with appropriate members, agendas for meetings of the Council and Committees or Working Groups; to organise and attend such meetings and prepare minutes for approval.
- To prepare agenda and issue notices and minutes for the parish to attend the Annual Village Meeting, and to take, or arrange for the taking of, minutes of the meeting noting any agreed actions for the parish council to consider to be placed on the next council meeting agenda as appropriate.
- To allocate and supervise the duties and performance of two other Members of staff (Litter Picker/Village Maintenance/Interment of Ashes, and Toilets Cleaner) in keeping with the policies of the Council conditions of employment. This includes the application of discipline and performance management of those staff where required and delegated, and where appropriate in discussion with the Chairman/LALC (Lincolnshire Association of Local Councils).
- To keep the Noticeboard up to date with relevant information, and produce the monthly input for the village magazine, updating of the council website with minutes, news, Cemetery rules and fees, etc
- To receive correspondence and documents on behalf of the Council and to deal with those items or bring such items to the attention of the Council. To issue correspondence as a result of delegated instructions of, or the known policy of, the Council in liaison with the Chairman and advise on the outcome of any actions dealt with, including notifying the District Council of the council's decisions on Planning Applications.
- To manage the Parish Cemetery, dealing with the sale and allocation of plots in the Cemetery, and arranging the preparation of plots for casket interments. Advise and instruct Funeral Directors regarding interments ensuring all legal requirements are met and fees are paid promptly. Meet with bereaved family members to discuss availability, fees and arrangements. Keep the Cemetery Records up to date and make recommendations for change to the Rules and Fees on an annual or as required basis. Manage the Cemetery Maintenance staff/contractor and ensure annual and other regular checks of memorial headstones are carried out and safe working practices are followed. Calculate usage and keep the council apprised of spaces remaining on an annual basis.
- To keep the Parish Council website up to date, posting agenda and minutes for meetings, and maintaining Councillor information as legally required.
- To organise the annual Public Right of Way/footpath survey, reporting any footpath issues to LCC for action as required
- To ensure that any outstanding highways and lighting issues are logged and resolved as appropriate/agreed, liaising with the County Councillor/LCC highways colleagues as required

North Somercotes Parish Council Parish Clerk and Responsible Financial Officer

- To study reports and other data on activities of the Council and on matters bearing on those activities, such as National Planning Policy Framework and related District and County Council Strategies. Where appropriate, to discuss and/or raise such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- To draw up, both on own initiative and as a result of suggestions by Councillors, letters or proposals for consideration by the Council, for example in response to Planning Applications and proposed developments or other items of concern within the Parish and to advise on practicability and likely effects of specific courses of action
- To act as the representative of the Council as required, for example by speaking at Planning Committee or Planning Inquiries.
- On behalf of the Chairman, issue notices and prepare agendas and minutes for the Annual Parish Meeting, including preparation of details for the Chairman's annual summation of Council activity, organising attendance of external speakers, venue and refreshments. Attend the Annual Parish Meeting, where possible, and table decisions made at the meeting for consideration by the parish council at its next meeting
- To prepare, in consultation with the Chairman and Councillors as required, press releases about the activities of, or decisions of, the Council and to handle press enquiries including interviews where necessary and agreed with the Chairman/Council.
- To maintain the flower planters around the parish and in the Garden of Remembrance, and to refill the dog bag dispensers either on a personal basis or by delegation to staff/contractor as required.
- To organise the annual Remembrance Observation including checking paintwork/organising repaint of railings/gate, cleaning Memorial for soft brush/soap, preparation and display of the Notice for the event, notification to Lincs County Council, checking availability of Bugler, booking of village hall for refreshments afterwards, setting out the display of poppies, organising the wreath, serving of refreshments, removal of display poppies, removal of wreaths (end of Feb). Organisation/purchase of the wooden crosses for the War Graves at the Cemetery and display of poppies, including removal at the end of February.

As RFO:

- to effectively manage the Council's accounts; using the Alpha Finance System and keeping accounts up to date on a weekly basis, preparing internet banking payments for authorisation, running and printing monthly reports, recording banking receipts and keeping records for Audit and VAT purposes, including processing VAT reclaims
- undertake all necessary activities in connection with the payment of salaries, including PAYE and HMRC submissions and NEST Pensions administration
- to prepare and make recommendations on the annual budget requirement for the Council, including any proposed increase in precept, and request the agreed precept/grant from the District Council as required.

North Somercotes Parish Council
Parish Clerk and Responsible Financial Officer

- To monitor expenditure and forecast against Budgets and make virements from reserves as agreed/appropriate.
- To ensure, in conjunction with the Council, that the general and specific reserves are adequate for the running of the Council, securely invested to achieve the maximum return on investment and availability of funds to meet time constraints
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- To ensure best value on purchases and obtain quotations for goods and services, including periodic checking of utility providers for example, in accordance with the Finance Regulations
- To obtain quotes for the Parish Highways Verges and Footpaths annual grass cutting and maintenance requirements for the Council to consider, and ensure completion of LCC forms to obtain grant payment towards expenditure as appropriate
- To request payment on behalf of the Council for goods and services and to ensure such payment is received, or instigate the necessary actions

3. Personal Development

- To attend training courses or seminars on the work and role of the Clerk as required by the Council, and as organised by LALC for example
- If not already obtained, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: *Suggested membership of relevant professional body The Society of Local Council Clerks.*
- To attend the Conference of the Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

The above job description outlines the main responsibilities and duties of the post and there may be other duties associated with the role which the post holder is expected to undertake. Changes to duties may be required as the role of the Clerk and Council develops or technology advances for example. Any major changes required will not be introduced without prior discussion and consultation with the post holder.

Signed Date
Job Holder

Signed Date
North Somercotes Parish Council