



**Parish Clerk  
(Proper Officer and Responsible Financial Officer)  
Job Description and Responsibilities  
July 2019**

Moretonhampstead Parish Council represents the town's electorate and the whole community, and has specific statutory functions and responsibilities. The Council is also the Burial Authority for St Andrew's Churchyard. The Council has 12 elected Councillors, who are unpaid volunteers, and is supported by the Devon Association of Local Councils. The Clerk is also supported by the Society of Local Council Clerks.

**Role of the Clerk**

The key role of the Clerk, known as the 'Proper Officer', is to ensure that the Council transacts its business efficiently and as required by law. The Clerk's duties and responsibilities are both interesting and varied. The Clerk works closely with the Chairman, who is the Clerk's line manager, and with Councillors, and is an important point of contact and source of information for the community. The nature of the work requires the Clerk to work to a number of monthly deadlines. The Clerk is also the 'Responsible Financial Officer', responsible for making and receiving payments and keeping the Council's day-to-day accounts.

In order for the Council to conduct its functions efficiently, the Clerk is required to:

- Deal with queries and correspondence from the public and from other organisations.
- Maintain the Parish Council's web presence and social media
- Ensure that the Council's business runs efficiently and as required by law, including preparing meeting agendas, attending meetings and keeping minutes as required.
- Carry out agreed actions, including monitoring and reporting on progress by others as required.
- Work with Councillors in preparing and updating policy documents (including Standing Orders, Terms of Reference etc.).
- Liaise with families, funeral directors, grave diggers and stone masons regarding the preparation of burial plots and interments, and ensure that the Burial Register and other Council records are kept as required.
- Liaise with other government bodies and organisations, including ensuring that the Council's precept request is made within the deadline.
- Make and receive payments, keeping day-to-day and other accounts, including budgeting accounts, as required.
- Prepare annual accounts for audit and annual VAT return.
- Keep the asset register, and ensure that the Council is adequately insured
- Apply for grant funding as required.
- Manage the Council's grant award procedures.
- Attend relevant training and other occasional evening meetings as required.

**Moretonhampstead Parish Council**

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Chairman: Councillor Vivienne Hodges | Clerk: Mrs Sarah Jenkins (Locum Clerk)