

Michaelston-y-Fedw Community Council

Clerk Job Description

The Clerk to the community council is a part-time role. The Clerk is the designated Proper Officer for legal matters and the Responsible Financial Officer. Working hours are not fixed, the Clerk will work whatever hours are necessary to carry out the role. The community council has no office premises so the Clerk will either work from home or will book time at the village hall.

The Clerk's responsibilities are:

Daily

- To review emails and correspondence and assess their relevance

Weekly

- To review the weekly list of planning applications from Newport Council and highlight relevant applications to the councillors

Monthly

- To organise the monthly council meetings, including:
 - i. preparing and publishing the agenda, including relevant correspondence
 - ii. recording and publishing the meeting minutes
 - iii. implementing the actions agreed at the meetings
- To manage the council's finances, including:
 - i. fulfilling the role of Responsible Financial Officer (RFO) and advising councillors on the legality of financial proposals
 - ii. operating the council's bank account
 - iii. maintaining an accurate record of income and expenditure
- To maintain the community council web page, including the publication of accounts, meeting agendas and minutes.
- To advise the council of new laws and regulations that are published by the government from time to time.

Quarterly

- To prepare quarterly financial reviews for council meetings

Annually

- To prepare the annual budget
- To prepare and submit the annual precept request to Newport Council
- To prepare and submit annual accounts to the Internal Auditor
- To submit the Annual Return to Audit Wales as directed by them

5-yearly

- To prepare the council's training plan and to ensure that it is reviewed and updated after every election.
- To obtain the necessary forms for council elections, and to ensure that councillors complete the required documentation after they are elected.