

Clerk and RFO to Duncton Parish Council

Role Description August 2024

General Description of Duties

The Role of the Clerk includes the following:

- To prepare, in consultation with appropriate members, notices, agendas and minutes for meetings of the Council and any Committees.
- To attend all meetings of the Council (6 meetings per year plus the annual Parish Meeting).
- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
- To assist in implementing the decisions made by the Council.
- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes.
- To ensure that the Council's obligations for Risk Assessment are properly met.

The Clerk will be appointed and act as the Responsible Financial Officer of the Parish Council.

Terms of Employment

Employment will be on the terms of the standard National Association Local Councils (NALC) contract with agreement of the appropriate NALC Spine Point (within LC1 reflecting the size and operations of the Duncton Parish Council).

Hours of working

Contracted to work 20 hours per month on a flexible basis, which equates to an average of 5 hours per week.

Salary

Salary will be paid by BACS on the last working day of each month at the agreed NALC Rate (ranging from £12.21 p/h to £13.73 p/h depending on experience), increasing annually as applicable as per NALC guidelines.

Payroll services will be engaged through Chichester Payroll Services to manage NI and Tax.

Additional Hours

Where work in excess of the contracted hours is required this shall be agreed in advance with the Chair of the Parish Council. Any unused hours from previous

months shall be applied where available (based on timesheet recording of hours worked).

If more than the contracted 20 hours per month are worked with the agreement of the Chair of the Parish Council, the Council will pay an hourly overtime rate equivalent to the standard hourly rate. This will be paid through expenses and invoiced as such by the Clerk at the next meeting.

Mileage

Mileage can be claimed for as per HMRC allowance rates (currently 45p per mile). Mileage can be claimed for meeting attendance and travel/meeting time will count towards contracted hours.

Home office

The usual place of work will be at home and as such reasonable expenses the Council agree to reimburse (based on actual, receipted expenditure) include:

1. Office consumables

Anything required to undertake the role and likely to include paper, printer ink notepads, envelopes, postage and stationary.

2. Insurance

The additional cost charged by the insurance company to use home as an office.

3. Other

Any other expense agreed by the Council as being reasonably necessary for the Clerk to perform the agreed role.

Cost Savings

Where the Clerk has another Clerking role recovery of shared costs will be on an agreed proportion of the total cost reflecting the proportion of the cost associated with performing the role of Clerk for Duncton Parish Council.