**NETTLEHAM PARISH COUNCIL**

**The Parish Office**

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## **Job Description - Clerk to the Council**

## **Overall Responsibilities**

The Clerk to the Council is the Proper Officer of the Council and is under a statutory duty to conduct all the functions required by law of a local authority’s Proper Officer. The Clerk is responsible for ensuring the lawful operation, effective governance, and overall strategic management of the Council’s activities, supporting Council Members in decision-making and policy implementation.

The Clerk will lead the Staff team and line-manage the Responsible Financial Officer (RFO), Facilities Manager (FM), Assistant Clerk (AC) and Accounts Assistant (AA). The Clerk is accountable to the Council for the effective management of all resources, the supervision and development of staff, and for ensuring that statutory obligations and policies are met.

The Council’s day-to-day fiscal management and the daily operational management of the Council’s facilities are delegated to the RFO and FM accordingly.

# **Specific Responsibilities**

1. To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are complied with.
2. To ensure Council policies, Standing Orders, and risk management frameworks are up to date, implemented, and reviewed as required.
3. To support Council Members in developing and implementing overall strategies and policies to deliver effective services to the community.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees; to attend such meetings, prepare minutes for approval and implement decisions of the Council.
5. To receive and manage correspondence and documents on behalf of the Council, dealing with such items or bringing them to the attention of the Council as appropriate. To issue correspondence because of Council instructions or established policy.
6. To study reports and other data on Council activities and advise Members as required, including consulting external specialists where appropriate.
7. To draw up proposals for consideration by the Council, advising on practicability and the effects of specific courses of action.
8. To oversee, support, and appraise the Facilities Manager in delivering high-quality management of Council assets, including The Old School, Mulsanne Park Pavilion, the Burial Ground, and other facilities. The FM is responsible for the daily operation and maintenance of these facilities; the Clerk retains strategic oversight and policy compliance responsibility.
9. To lead, supervise, and develop the staff team.
10. To undertake, in partnership with the RFO, appropriate financial monitoring in line with the Council’s Financial Regulations, including authorising supplier invoices. The RFO has day-to-day responsibility for all other financial matters.
11. To ensure Council obligations to insurance, health and safety, and statutory compliance are met, overseeing risk assessments and audits by working with the FM and RFO as appropriate.
12. To function as a representative of the Council as required and maintain effective relationships with external partners and the public.
13. To administer the operation of the Nettleham Burial Ground and oversee all legal and statutory responsibilities for Council properties with the support of the FM.
14. To issue notices and prepare agendas and minutes for Annual Parish Meeting. To attend the Annual Parish meetings and implement decisions.
15. To attend (or arrange appropriate staff attendance at) all meetings of the Council and its Committees as required.
16. To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
17. To oversee the maintenance and updating of the Council website & social media channels, including the production of posts and graphics as required, delegating tasks as appropriate.
18. To attend training courses on the work and role of the Clerk as required by the Council.
19. Any other duties commensurate with the role of Clerk, as required by the Council.

**Staff Structure and Lines of Responsibility**

1. Clerk (Proper Officer; line manager of RFO, FM, AC & AA)
2. Responsible Financial Officer (RFO; reports to Clerk, responsible for all day-to-day financial operations)
3. Facilities Manager (FM; reports to Clerk, responsible for daily facilities management and line management of two Handypersons)
4. Assistant Clerk (reports to Clerk)
5. Accounts Assistant (reports to Clerk)
6. Village Handypersons (report to FM)

**Committees (as of 2025)**

1. Property Committee (administration and attendance delegated to the Facilities Manager with support from the Assistant Clerk)
2. HR Committee (administered and attended by the Clerk)
3. Finance Committee (administration and attendance delegated to the RFO)

**General Requirements**

1. Flexibility in working patterns, including regular evening meetings.
2. Excellent communication, digital, and organisational skills.
3. Ability to work effectively with a wide range of people and in challenging situations.
4. Willingness to undertake professional development.
5. Resilience and ability to manage complex and sensitive situations with professionalism.
6. Commitment to upholding the Council’s values and delivering high-quality service to the community.