**Cyngor Cymuned Tregolwyn**

**Colwinston Community Council**

**Job Description: Community Council Clerk and Responsible Finance Officer**

**Overall Responsibilities**

The Clerk to the Community Council will be the Proper Officer of the Community Council and as such is under a statutory duty to conduct all the functions, and in particular to serve or issue all the notifications required by law of a Community Council’s Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Community Council in connection with its function as a Community Council are conducted.

The Clerk is expected to advise the Community Council on, and assist in the formation of, overall policies to be followed in respect of the Community Council’s activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Community Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Community Council and the careful administration of its finances.

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Community Council are observed.
2. To monitor and balance the Community Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Community Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Community Council and other groups as required. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Community Council held on the third Monday monthly with the exception of August in the village of Colwinston.
6. To receive correspondence and documents on behalf of the Community Council and to deal with the correspondence or documents or bring such items to the attention of the Community Council. To issue correspondence as a result of instructions of, or the known policy of the Community Council.
7. To receive and report on invoices for goods and services to be paid for by the Community Council and to ensure such accounts are met. To issue invoices on behalf of the Community Council for goods and services and to ensure payment is received.
8. To maintain a good understanding of community needs through surveys and other methods.
9. To draw up both on his/her own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Community Council and to advise on practicability and likely effects of specific courses of action.
10. To act as the representative of the Community Council as required.
11. To advise the Community Council on, and assist in the formation of, overall policies to be followed in respect of the Community Council’s activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
12. To develop excellent working relations with other organisations relevant to the work of the Community Council, notably the Vale of Glamorgan Council and the Welsh Government and ensure all requirements in respect of such bodies are complied with.
13. To keep up t date and advise the Community Council of all legal and statutory requirements relevant to its work.
14. To issue notices and prepare agendas and minutes for the Community Council.
15. To prepare, in consultation with the Chair, news releases about the activities of, or decisions of, the Community Council.
16. To oversee or support arrangements for the management of any Community Council projects undertaken or any functions or services that the Community Council is committed to provide for the community.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Community Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Community Council.

**Colwinston Community Council March 2022**