Parish Clerk and RFO – Holme

**Duties: Clerk**

Administration of the meeting cycle: prepare and issue agenda, put up notices on noticeboards and website. Book venue and arrive early to set up. Welcome guests. Take minutes and advise Councillors on procedure through the meeting. After meeting, prepare minutes, publish and circulate. Take all actions agreed and follow up.

Take general queries from parishioners, Councillors and others; receive emails and phone calls, respond and circulate to Councillors as necessary. Advertise items of interest on noticeboards and on social media. Keep website up to date and liaise with webmaster.

Annual Parish Meeting - Call and arrange, prepare agenda, minutes etc

Write an article 10x pa for the Holme Parish News, and 6x pa for Ramsey Informer Newspaper.

Keep a tally of expenses of Holme Parish News and Reading Room Trust funds (which pass through Council account).

Receive planning applications and ensure they are circulated and/or discussed appropriately. Arrange extra meetings ad hoc. Make written representations to the District Council. Check Hunts DC planning website regularly for any updates of changes. A working knowledge of the contents of the HDC Local Plan to 2035 is desirable.

Ensure TPO trees in churchyard are professionally examined every 3 years and appropriate action is taken. Other tree works ad hoc.

Administration of contracts for grass cutting, verge cutting and hedge trimming at cemetery. Contracts are renewed at November meeting, quotes to be obtained.

Download data from Speed indicators monthly and interrogate data, pass to interested parties (police, Speedwatch) and report to Council.

Communicate with County and District Councillors and other Clerks and bodies.

Cemetery admin – deal with admin around sale of plots. Interments, fees (review every 2 years), make entries in the statutory record books and custody of these books in a suitable secure place (they are in a fireproof/waterproof bag). Draw up bin rota.

Storage of some files and information, also storage of litter pickers, Hi Viz jackets and stationery.

**Duties of Responsible Financial officer**

Keep spreadsheet of all receipts and expenditure and before each meeting circulate this.

Prepare a bank reconciliation and circulate.

Day to day banking (Barclays). Set up Payments using online banking for authorisation by Councillors, or by cheque.

Calculation of pay and operation of PAYE for Clerk’s salary monthly using *Basic PAYE tools*

Budgeting – prepare a budget/comparison for November meeting for Councillors to set precept

Insurance – renewed in October (3 quotes)

Annual VAT reclaim – usually after 28 Feb, done online

Keep tally of CIL receipts and payments

At 31 March, prepare accounts, arrange audit, completion of Annual Governance forms, and submission of AG forms to external auditor.

Items supplied: Laptop; Printer/Copier/Scanner (A4 and A3). Current Clerk uses home phone but this negotiable. Tablet computer to download SID data but could be used for other tasks. Internet connection is required. A contribution of £3 pw is made to cover internet, phone etc

Training: New Clerk’s course (2x 6 hour days) by CAPALC (using Zoom), ongoing training by CAPALC and SLCC.

ILCA recommended.