

# **Job Description Assistant Clerk to Lambourn Parish Council**

## **OVERALL RESPONSIBILITIES**

- The Assistant Clerk to Lambourn Parish Council provides all round administrative support to the Clerk of Lambourn Parish Council and has specific duties for the management of the Racing Liaison Committee, Hall and Street Committee and Burials and Open Spaces Committee.
- The Assistant Clerk will also be required to assist with the Emergency Plan and the Neighbourhood Plan.
- The Assistant Clerk will be expected to deputise for the Clerk if required. Training will be provided to allow the Assistant Clerk to be able to provide cover in the event of the Clerk being away/or taking leave.
- The Assistant Clerk will be required to gain a full working knowledge of the Council's committees; Full, Finance and working parties.

## **SPECIFIC RESPONSIBILITIES**

- Assist in the preparation (in consultation with appropriate members and Clerk) of agendas for meetings of the Council and its sub-committees, to attend such meetings and prepare minutes for approval if required.
- Receive correspondence and documents on behalf of the Clerk and to deal with the same or bring such items to the attention of the Clerk.
- Issue correspondence based on the instructions of the Clerk.
- Assist the Clerk in receiving invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- Act as a representative of the Council as required.
- Assist the Clerk to issue notices, prepare agendas and to attend and minute for the Annual Parish Meeting.
- Liaise with the local police and District Councillors as required by the Clerk.
- Maintain a working knowledge of the relevant personnel within West Berkshire Council.
- Assist the Clerk to prepare press releases about the activities of, or decisions of, the Council.
- Assist the Clerk to ensure information on the Lambourn Parish website (when fully operational) is correct and up to date.
- Attend training courses relevant to the role of the Assistant Clerk as required by the Council.

## **SPECIFIC ACTIVITIES**

### **HALL**

- Assist the Clerk in managing and administering all Parish Council property.
- Assist the Clerk in issuing hall booking invoices and receipts.

### **RACING LAISON**

- Prepare (in consultation with appropriate members) agendas for meetings of the sub-committee, to attend such meetings and prepare minutes for approval if required.
- Prepare the winter salting levy letters and send out to racing yards.
- To manage the collection of the Racing Levy as part contribution towards the cost of additional salting.
- Monitor and collect the racing levy as set by Council.

### **CEMETERIES AND CHURCHYARDS (including closed churchyards)**

- Documentation to be entered on the Admin (RBS Software) and the site map to be updated.
- Ensure all relevant legal requirements to be met.
- Manage all requested burials – notification to the gravedigger with all the required information.
- Inform relatives of cemetery regulations – information sent out with each application received.
- Ensure Regulations are reviewed and updated when needed.
- Project management of maintenance Contractors.
- Project management of all new works to be completed.
- Liaison with PCC as and when required.
- Arrange meetings and the agendas for meetings.

### **PLAYGROUND INSPECTIONS**

- Perform inspections of play areas.
- Arrange meetings and the agendas for meetings.

### **STREET LIGHTING (in conjunction with the Clerk)**

- Acknowledge reports of faulty streetlights and check validity.
- Report all street light faults or problems to the current contractor or to West Berkshire Council.
- Prepare (in consultation with appropriate members) agendas for meetings of the sub-committee, to attend such meetings and prepare minutes for approval if required.

Due to the flexible and varied nature of this job, the Assistant Clerk may be requested to complete or assist in the completion of additional tasks.