



SUTTON COURTENAY PARISH COUNCIL

[\(https://www.suttoncourtenay-pc.gov.uk/\)](https://www.suttoncourtenay-pc.gov.uk/)

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Candidate Information Pack

May 2022

Recruitment of a Parish Clerk and Responsible Financial Officer

Sutton Courtenay Parish Council is seeking to appoint a proactive Parish Clerk from July 2022 or as soon as possible thereafter.

Location: Home based - to provide administrative and clerical support to the Council, and, as the Responsible Financial Officer, to manage the Council's finances.

Hours of work: Up to 80 hours a month to be worked flexibly as required. However, required to attend monthly Parish Council evening meetings except in August when there is no meeting.

Spot Salary: will be negotiated depending upon experience, CiLCA qualification and transferable skills and is expected to be pro rata in the range (LC2, SCP 17-22) (£12.95 - £14.30 per hour) (FTE £24,920 - £27,514) reviewable annually. The Parish Council currently enrolls the clerk into the Local Government Pension Scheme.

A parish council laptop, phone facility and printer and other stationery will be provided. In addition, the Council pays £26 per month as an allowance to cover the expenses of working from home, to cover electricity, heating, lighting, telephone, Council stationery.

The right candidate will need to have the ability to deal with a range of issues, have excellent finance knowledge, strong interpersonal, communication and administration skills and be able to work independently on normal council business as well as with councillors to progress council projects. The successful candidate will play an integral role in serving the parishioners of Sutton Courtenay and will be responsible to the parish council as a corporate body.

The Council is undertaking a number of interesting projects including producing a Neighbourhood Plan, the redevelopment of the recreation ground, upgrade of the cemetery and an Arts Project which is being supported by the South and Vale's Arts Officer. As part of the parish lies within the FCC Landfill site, the Science Vale Enterprise Zone, and the planned area for the Didcot Garden Town, it closely monitors the activities associated with these through councillor membership of local liaison committees.

The Council funds its own membership of the local Association of Local Councils. It does not fund any private subscriptions for staff to belong to professional organisations.

For further information, an application pack is available to download at <https://www.suttoncourtenay-pc.gov.uk/> or please contact the present Clerk Helen Savery by emailing info@suttoncourtenay-pc.gov.uk or telephone 01235 364211.

If you are interested in applying for the post, please send a covering letter with a complete and current CV and names and addresses of two referees to info@suttoncourtenay-pc.gov.uk .

Deadline for applications: 10 June 2022 and **Date for interview:** 22 June 2022

JOB DESCRIPTION

Overall Responsibilities: The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local Authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

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

Specific Responsibilities

1. To ensure that Legal, statutory, and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and working parties. To attend such meetings and prepare minutes for approval.
3. To prepare in consultation with the Chairman the agenda for the Annual Parish Meeting, to attend the meeting and prepare minutes for approval.
4. To attend all meetings of the Council and all meetings of its committees and subcommittees, and Annual Parish Meeting. If required, to attend working party meetings, and community or specialist meetings.
5. To prepare a Clerk's report for each meeting of the Council to supplement agenda items. The report to include an "action" sheet so that decisions of Council, and current issues can be separately recorded. Regular update notes to be provided so that Council members are aware of the latest developments with an issue.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of the Council.
7. Liaise and represent the Council with members of the public, public bodies, local authorities and other organisations as required.
8. To prepare, in consultation with the Chairman if appropriate, all communications, and publications of the Council including writing a monthly article on Council activities, for the village newsletter.

9. To handle all planning applications, appeals, public inquiries where the Parish Council is a Consultee.
10. To maintain the records for the Council's cemetery, and communicate with Registrars, Coroner's Office, Funeral Directors, and stone masons as required.
11. To maintain inspection records of the play area, take appropriate action on any issues raised, and ensure that the equipment and surrounding area is maintained in a safe condition.
12. To maintain all financial records, including PAYE, VAT and s. 106/CIL funding.
13. To monitor and balance the Council's accounts and prepare records for audit purposes and reclaiming VAT.
14. Prepare the annual budget for the Council and to monitor budgets and supply regular reports of income and expenditure against budget to the Council.
15. To produce and publish an annual report on Community Infrastructure Levy income and expenditure.
16. To correspond with internal and external auditors and ensure the effectiveness of the internal audit in accordance with financial regulations.
17. To ensure that the Council's obligations for Risk Assessment are properly met.
18. Organise tendering and quotations and issue and monitor effectiveness of contracts.
19. To study reports and other data from sources such as Government, Local Authorities, National Association of Local Councils on activities or work that affect the Council. Where appropriate, to discuss such matters with the Chairman or appropriate councillors or specialists in particular fields, and to produce reports for circulation and discussion by the Council.
20. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
21. To monitor policies, provide legal advice, ensure the Council acts within the law, and comply with all statutory requirements for the safe custody of all documents.
22. To act as the representative of the Council as required.
23. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
24. To maintain the Council's website and upload agendas, minutes, events, and news items on a regular basis.
25. Undertake such other duties and responsibilities as directed by the Chairman, Members and Council.

About Sutton Courtenay - Background information:

Sutton Courtenay is an historical interesting parish referred to in the Domesday Book. It is sited on the river Thames, some 2 miles south of the town of Abingdon and 3 miles north west of the town of Didcot, sharing its parish boundaries with both. To the East are the parishes of Appleford and Culham, and to the West the parishes of Drayton and Milton. It forms part of the Vale of White Horse District Council's administrative area.

It has 1,281 dwellings, with a population of around 3259¹ people. In addition to the residential areas, there are business and industrial areas within the parish. On the Eastern side there are gravel extraction works and stockpiles, a landfill site, green energy production, materials recycling facility, composting facilities, cement /concrete works, and asphalt plant. In the South of the parish lies the Didcot power station, and to the Southwest is Milton Park, a mixed-use business and technology park.

Sutton Courtenay Parish Council itself was created under the Local Government Act 1894. It has a separate identity from its members and enjoys its own legal status. The fact that a Council derives its existence from statute means that it can only do those things that are expressly or impliedly authorised by statute. It is the smallest area of civil administration providing the statutory tier of local government closest to the people. It has a wide range of powers (although somewhat limited). It raises its finance through the local council tax.

The Council is made up of 11 Councillors. The Council is not warded and therefore each Councillor represents the whole parish. Elections will be held in May 2023, for all the seats, and a new Council will be formed.

Currently the Council meets monthly, usually at 7.15 p.m. on the first Tuesday of the month except August, in the village hall, Frilsham Street (OX14 4BB), and carries out its business at these meetings. In addition, there is a finance meeting of full Council in late Autumn for the purposes of setting the budget for the following year and calculating the Council Tax requirements. It currently does not appoint committees but does have working parties to look in detail at various topics and make recommendations back to Council.

The Council has the following working parties:

- Recreational Amenities Working party
- Cemetery working party
- Effectiveness of Internal Audit working party
- Finance, Staffing and General Purposes working party
- Art Project working party
- Planning Working Party

¹ http://www.oxford.gov.uk/districtdata/downloads/file/1581/sutton_courtenay

The Council has councillors who attend the following meetings of other groups, and outside organisations as representatives of the Council:

- Abingdon Damascus Youth Project Advisory Committee
- Culham Science Centre Liaison Committee
- Didcot Garden Town / Didcot Community Forum
- FCC Landfill site Liaison Committee
- Harwell Chilton Stakeholder Group
- Millennium Common Committee
- Milton Park Liaison Committee
- Neighbourhood Plan Steering Group
- Oxfordshire Association of Local Councils – annual meeting.
- Oxfordshire County Council Parish Transport group
- Police Neighbourhood Action Group
- RWE nPower Power Station Liaison Committee
- Village Hall Management Committee

Parochial Charities

The Parish Council appoints 4 Trustees who serve on the parochial charities. The appointment is for 4 years. Those appointed by the Council are not Council representatives, but independent Trustees, acting in the best interests of a private charity.

The Annual Parish Meeting and the Annual Meeting of the Council

The Annual meeting of the Council is held each May, normally the first Tuesday in the month at 7.15 p.m. in the village hall, Frilsham Street. The Chairman and Vice-Chairman are elected, representatives appointed, and working parties set up.

The Annual Parish Meeting is not a Council meeting, but a meeting of the parish electors. The electors can contribute to and set the agenda, but this meeting is administered by the Parish Council. In practice these meetings often celebrate local activities and debate current issues in the community. A report of the Parish Council's activities over the previous year is given. The Clerk will be expected to contribute to the draft report of the Chairman, and be the officer at this meeting, which is held on a date between 1st March and 1st June each year. The Chairman of the Parish Council calls the Annual Parish Meeting and, if present, will chair it.

Parish Clerk and Responsible Financial Officer

Person Specification

	Essential Knowledge and Skills	Desirable Knowledge and Skills
Qualifications and Experience	Administration experience with an organised approach, and good attention to detail. Capable of managing your own workload in order to meet deadlines. Minimum of A level qualifications	Previous Parish Clerk experience. Certificate in Local Council Administration including the General Power of Competence module
Finance	Experience of Budget Setting, Financial Control and account keeping. PAYE, HMRC RTI, and VAT	Experience in Local Council finances, being publicly accountable for financial matters. Experience of working with computer accounting packages.
Information Technology	Good working knowledge of Microsoft Office, and IT systems including emails and websites	
Knowledge	Working knowledge of local government procedures, roles, duties and responsibilities of Parish Councillors. Ability to work impartially and effectively, on your own or as part of a team.	Ability to understand the framework within which a Council operates
Communication	Excellent oral and written communication skills with the ability to build good relationships with Councillors. Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council.	
Meetings	Practical experience of servicing meetings. Willingness to work flexibly as required, to include daytime and/or evening meetings	
Other		Driving Licence

Parish Clerk/Responsible Financial Officer: Recruitment Timetable, Interview Details

To apply for this exciting post please submit a complete full and current CV, together with the names and addresses of 2 referees to the Clerk.

Application to be sent to: Mrs. Helen Savery, Clerk, Sutton Courtenay Parish Council, 10 Sovereign Place Clerk to the Council Wallingford OXON OX10 9GF marked private and confidential. Electronic applications to be emailed to: info@suttoncourtenay-pc.gov.uk

Closing Date for Applications: Friday 10 June 2022 by noon

Shortlisting: Shortlisting will take place Monday 20 June 2022

Interview Date: Wednesday 22 June 2022

Interview Location: Sutton Courtenay Village Hall

Interview Format: Skills will be assessed from the application, at interview, from references and original qualification certificates.

Appointment Date: 1 July 2022 or as soon as thereafter