



## **APPOINTMENT OF A PARISH CLERK & RFO**

**August 2022**

### **WENDOVER PARISH COUNCIL**

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

## ABOUT WENDOVER PARISH COUNCIL

The small market town of Wendover lies in an escarpment on the Chiltern Hills and includes Green Belt and areas of Outstanding Natural Beauty. A thirteen-member Parish Council serves the 9,000+ residents in the Parish. The Council has a staff comprising a full-time Clerk, an Estate Manager, and a Communications and Office Assistant. There are two groundsmen who cover a 7-day rota. The 2022/23 requested precept is just under £326K.

The Council is, under normal circumstances, administered from The Clock Tower, a well-known local landmark, found in the town centre. It is owned and maintained by the Parish Council.

The full Parish Council meets on the first Tuesday of every month. It functions through five Committees, namely Amenities which meets monthly, Planning, which meets twice monthly, Finance which meets quarterly, with Staffing and Complaints which meets quarterly or more frequently if required. Most meetings are held in the evenings where the Clerk and/or Office Assistant will join.

The Parish Council fosters good relationships with local organisations and has representation on some of them, such as our Community Library, Youth Centre, Wendover Action Group, the local Churches, and RAF Halton. Some of these organisations may receive grant funding from the Council as required.

Several outdoor facilities are owned by the Parish Council, these include two allotment sites, community orchard, children's playground equipment and adult fitness equipment. In addition, there is a pond and several open green spaces. These facilities are maintained by our ground staff who also look after street furniture and some of the many footpaths and rights of way.

The Council also owns The Manor Waste, which is the paved area along the High Street where the War Memorial stands. The Manor Waste forms the hub of the High Street where a weekly market is held as well as a monthly Local Produce Market. It is the venue for a variety of events throughout the year including Christmas celebrations organised by the Council. Projects

## WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

budgeted for 2022/23 include the ongoing re-development of Hampden Pond, on-street parking review, additional tree planting, canal pathway upgrade and various other climate initiatives.

Communication with the residents of Wendover is vital and keeping residents informed is an important part of the council's function. There are four notice boards around Wendover, the Parish Council website and social media channels are kept up-to-date regularly and the back page of our local newspaper, Wendover News, which is devoted to the Parish Council. Residents are encouraged to attend Parish Council meetings.

The future looks challenging but interesting. The Vale of Aylesbury Local Plan (VALP) has now been adopted (our Wendover Neighbourhood Plan was adopted in early 2020). The need for Buckinghamshire Council to build 31,000 houses within the Vale is key pressure point for us. HS2, the high-speed train link to the North of England, will be running through part of Wendover and Buckinghamshire has become a single unitary authority. A further challenge is the devolution of services from County to Parishes which increases the pressure on the financial resources of the Parish Council. Our main challenge is to champion the historic nature of the market town, keeping its unique character for all those who reside, work & frequent it, while absorbing the inevitable changes.

For further information please visit our website: [www.wendover-pc.gov.uk](http://www.wendover-pc.gov.uk)

## WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

# PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO) JOB DESCRIPTION

**Post Title:** Clerk & RFO to Wendover Parish Council

**Accountable to:** Full Council via Chair of Staffing

**Hours:** Full time (37 hours per week including some evenings & weekends)

**Grade:** LC3 SCP 33-38 £37,568-£42,614

---

## 1. Job Purpose:

- The Clerk & RFO to the Parish Council is the Proper Officer of the Council and has the statutory duty to carry out the function of the Council, is responsible for ensuring that the instructions of the Council, in its function as a Local Authority, are carried out and in a legal and timely manner.
- The Clerk is required, by law, to issue all notifications of a local authority's Proper Officer and is accountable to the Parish Council for the effective management of Council resources acting as advisor to the Parish Council in all matters pertaining to the functions of the Council.
- The Clerk should advise the Parish Council on, and assist in collating the information of, overall policies to be followed in respect of the Authority's activities and, in particular, to produce all information required for making effective decisions and their implementation
- Be accountable to Wendover Parish Council as a corporate body, through the Staffing Committee and Chair, for effective management of all its resources, reporting as and when required.
- Responsibility for all of the financial records of the Council with careful administration of its finance.

## 2. Overall Duties:

- Undertake the duties of the Proper Officer of Wendover Parish Council and act in accordance with the statutory duty to carry out all the functions, and to serve or issue all notifications required by law of a local authority's Proper Officer.
- Take full responsibility for ensuring that the instructions of the Parish Council in connection with its function as a Local Authority are carried out.
- Advise the Parish Council on, and assist in collating the information of, overall policies to be followed in respect of the Authority's activities and to produce all information required for making effective decisions and their implementation.
- Be accountable to Wendover Parish Council as a corporate body, through the Staffing Committee and Chair, for effective management of all its resources, reporting as and when required.
- Maintain financial records of the Council and careful administration of its finances.

## WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

- Ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation.
- Responsible for facilitating the development of a long-term strategic vision for Wendover Parish & the Council.
- Co-ordination and provision of informed support to the Council's responses to planning applications, supporting the neighbourhood plan and securing community benefits from the planning process.
- Liaison with Buckinghamshire Council (BC), NALC, BALC and SLCC.
- Receive and deal with correspondence and documents on behalf of the Parish Council or bring such items to the attention of the Parish Council and issue correspondence, as a result of instructions, or the agreed policy, of the Parish Council.
- Study reports and other data on activities of the Parish Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
- Draw up, both on their own initiative and, as a result of suggestions by Councillors, proposals for consideration by the Council and advise on feasibility, practicability, and likely impact/effects of specific courses of action.
- Act as a representative of the Parish Council as required.
- Sign agreements and contracts on behalf of the Council.
- Attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Parish Council.

### **3. Meetings**

- Attend meetings of the Parish Council and of Parish Council Committees, as required.
- To issue notices of and prepare, in consultation with the appropriate Council member, agendas for all meetings of Council and Committees and prepare and circulate appropriate papers pertaining to the agenda in a timely manner.
- Issue notices and prepare agendas and minutes for the Annual Parish Meeting and Annual Meetings of the Parish Council; attend assemblies of the Annual Parish Meeting and Annual Meetings of the Parish Council and implement decisions made at the meetings.
- To prepare, circulate and publicise minutes from these meetings for approval unless such duties have been delegated.
- To ensure that statutory and other provisions are observed by Council during meetings and on other appropriate occasions.

### **4. As Responsible Financial Officer**

As the Responsible Financial Officer, the Clerk has specific responsibilities to:

- Prepare financial reports to the Council;
- Monitor financial performance relative to budget and report variances to the Council; Prepare draft estimates, which when approved by Council will form an annual budget;
- Submit precept requests to the Unitary Council and supply any breakdown requested;
- Record regularly all monies received and expended by the Council;

## **WENDOVER PARISH COUNCIL**

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

- Prepare and balance final accounts in accordance with prevailing regulations and report thereon to the Council;
- Produce accounts for external audit in accordance with prevailing regulations;
- Manage insurance risk and process claims as necessary;
- Maintain the Council's register of property and assets;
- Be responsible for the parish's payroll process, including deduction of income tax and national insurance contributions from employee's remuneration and the payment of the same to the Inland Revenue;
- Maintain a record of all VAT transactions and ensure recovery of all monies due;

## **5. Policy**

- Ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
- Be responsible for Wendover's Neighbourhood Plan (NP) and the Ear Marked Reserve Projects
- Ensure that the Council's obligations to insure are properly met.
- Monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- To draw up documents such as tenders, specifications and contracts and advising the Council on law pertaining to such documents.
- To monitor the performance of contractors appointed by the Council
- To prepare and develop proposals, policies, and objectives from members' suggestions or on his/her own initiative for consideration by the Council.

## **6. Communications**

- To receive and manage correspondence and documents on behalf of the Council; to bring such items to the attention of the Council or appropriate Committee members.
- Where necessary and agreed by Council to issue press releases concerning the activities and decisions of the Council, per the communications policy.
- To be the contact point with agencies and organisations pertinent to the Council's work.
- To have oversight of the Council's website.
- To work with the appropriate Councillor(s) in the preparation of news releases and media statements.

## **7. People**

- Share the responsibility for the work of the Communications & Office Assistant in keeping with the policies of the Parish Council

# **WENDOVER PARISH COUNCIL**

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

- Undertake necessary activities in connection with the management of salaries and conditions of employment
- To carry out an annual appraisal of such member of staff in conjunction with the Estate Manager
- To advise on salaries and manage conditions of employment and the work of all Staff in conjunction with the Estate Manager

#### **8. Training**

- To maintain up-to-date professional knowledge by attending training courses and by membership of The Society of Local Council Clerks.
- Attend training courses on the work and role of the Clerk as required by the Parish Council.
- Attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Parish Council

**Ends.../**

## **WENDOVER PARISH COUNCIL**

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

## PARISH CLERK & RFO : JOB SPECIFICATION

Experience in local government administration.....	Essential
Experience in office administration.....	Essential
Recognised qualifications in these areas.....	Essential
Expertise in using the MS office suite, incl. Word/Excel.....	Essential
Working with websites & social media.....	Essential
Experience in the management of assets.....	Desirable
Preparing financial statements, cash flows and forecasting & budget setting .....	Essential
Preparing accounts for audit.....	Desirable
Excellent communication skills, both written and oral.....	Essential
Friendly but professional telephone manner.....	Essential
Ability to speak confidently to an audience.....	Desirable
Ability to research and interpret complex information.....	Essential
To write detailed but clear reports.....	Essential
To give clear advice on procedure and practice in local government.....	Essential
Experience managing property and open spaces.....	Desirable
Basic understanding of planning regulations.....	Essential
Managing and motivating a team of staff and volunteers....	Essential
Self-motivated, able to work alone under own initiative.....	Essential
Honest, trustworthy, reliable.....	Essential
Strategic thinker.....	Essential
Prepared to accept challenges and change.....	Essential
Both leader and team player.....	Essential
Emotionally resilient.....	Essential
Valid driving licence and own transport.....	Essential

## WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)