

Main Duties of the Clerk to Gladestry Community Council

- Arranging bi-monthly ordinary, and one annual, meetings of the Community Council; booking the village hall accommodation; preparing the agenda and issuing it with relevant documents to Councillors; keeping minutes; issuing minutes; taking all agreed follow-up actions; setting up equipment to enable multi-location meetings (presently using Zoom).
- Being the Responsible Financial Officer for Community Council finances, current annual income being £3,500 pa; keeping up-to-date accounts; providing budgetary control information at Council meetings; paying authorised invoices and grants as agreed by the Council; ordering computer consumables as required; taking all relevant PAYE action on behalf of the Council; reclaiming VAT as and when. The Council operates an on-line bank account.
- Dealing with correspondence; sorting all correspondence, primarily email, and forwarding material to Councillors for action, information or interest as appropriate.
- Preparing end-of-year accounts; completing the Audit Annual Return and providing documentation to support the accounting and governance statements; providing all necessary documents to enable the local auditor to complete the internal audit report.
- Advertising the annual grant application process; proactively and reactively issuing application forms; collating application material and presenting it to the Community Council at appropriate times.
- Dealing with planning applications in the Community; arranging planning meetings as directed; and taking agreed follow-up action.
- Liaison with Powys County Council as directed by the Community Council.
- Advising Powys County Council of any vacancies arising on the Community Council; dealing with vacancies in accordance with statutory requirements; and liaising with the County Council during local elections.
- Liaising with the Community Council Chairman, as necessary.
- When prompted, checking the status of the Community defibrillator, and notifying the Circuit by email.
- Liaising with the Community Council website administrator to ensure website content is suitable and in date.
- There is no line management responsibility as the Clerk is the sole employee of the Community Council.