



Kingsmead Parish Council
PO Box 448
Knutsford
WA16 1FJ

Clerk: Sarah Morgan
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clerk@kingsmeadpc.org.uk

Councillors are summoned to attend the EXTRA ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Friday 30th October 2020 at 9.30am

Go to <https://us02web.zoom.us/j/89686420474?pwd=QjB6RGJTYXNneTJ2T0hJRDNpck90QT09> or use meeting ID 896 8642 0474 to join, entering the password is 544613 to access the waiting room.

Sarah Morgan, Clerk to the Council

Date: 26th October 2020

A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
 - a) To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Recruitment of new Clerk and RFO**
 - a) To note the resignation of the Clerk and vacant position from 23rd November 2020
 - b) To approve a job description and person specification for the Clerk and RFO role
 - c) To approve a job advert and distribution plan
 - d) To approve members of an employment committee to be authorised to shortlist, conduct interviews and recruit within the job terms agreed
 - e) To agree on the interview format and date for interviews to take place
 - f) To consider the recruitment of an interim clerk
4. **Close of meeting**

JOB DESCRIPTION – CLERK TO THE COUNCIL

Kingsmead Parish Council was founded in 2011 following a boundary review and encompasses Kingsmead village, Royal Gardens, areas of London Road and Hill Top Farm Estate on the A556.

The Parish Council also has specific responsibilities that are unique to Kingsmead Parish. After the gifting of land and amenities from Redrow Homes and Taylor Wimpey to the Parish Council in 2011, we became responsible for the maintenance of land, parks and ponds. This land maintenance includes the mowing, pruning and tree management in many areas of Kingsmead village. We also are responsible for appointing a range of contractors in order to service the Parish's maintenance needs.

Kingsmead Parish Council is committed to maintaining the Parish to a high standard and therefore creating an environment which the community can enjoy and feel proud of. We have a comprehensive environment policy to protect and encourage all forms of wildlife within the Parish and have recently started a wildflower project to encourage biodiversity.

There are 10 elected councillors.

Candidates will be expected to have excellent interpersonal skills to deal with not only Councillors but also residents and contractors. Councillors play an active role in the day-to-day running of the Parish including scoping of work to be done and meeting contractors to explain this scope and to have quotes submitted to the Clerk.

Further details, including minutes of meetings etc. can be found at <https://www.kingsmeadpc.org.uk/>

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 totally 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 person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances together with the Finance Committee.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.

4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees. Other than where such duties have been delegated to another Officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To issue Purchase Orders against received quotes that have Council approval, receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. 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.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. Although we would prefer candidates to have the Certificate in Local Council Administration we would accept a candidate who is willing to commit to work towards the achievement of the status of Qualified Clerk within the first 12 months of employment.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.

18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

The Council currently uses Rialtis Business Software (RBS) for its accounts enabling :

- Both Income and Expenditure and Receipts and Payments systems.
- Single entry through a simple cash book updates all reports
- VAT reclaim compiled as you go in a form acceptable to HM Revenue & Customs
- Making Tax Digital for VAT compliant
- All payments automatically marked off against estimates
- Ability to set up next year estimates during the current year
- All year-end accounts guaranteed acceptable to audit
- Unique on-line training

Pear Technology PT-Mapper Pro is used for Parish asset mapping

Relevant training on these packages will be given where necessary.

Kingsmead Parish Council Clerk & RFO – Person Spec

Competency	Essential	Desirable
Education, Professional Qualifications and training	<p>High level of numeracy and literacy</p> <p>Completion or working towards completion of the CiLCA qualification for Local Council Clerks</p>	<p>Administration/Book keeping qualifications</p>
Abilities: Practical and intellectual skills	<p>Experience of dealing with the public</p> <p>Ability to work effectively alone own or in a team</p> <p>Competent in book keeping and administration (demonstrating high standard of computer literacy)</p> <p>Ability to recognise political/legal consequences of action being recommended by Members</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Excellent organisational skills.</p>	<p>Experience in advising and servicing committees and working with members</p> <p>A good working knowledge and understanding of Local Government structures and practices</p> <p>Confident public speaker</p> <p>An awareness of the advantages that new technology could have on the servicing of Council and its Committees</p> <p>Understanding of grant finding</p>
Circumstances	<p>Willingness/ability to work evenings when council or committees meet</p> <p>Flexible and committed to the Council</p>	<p>Current driving licence</p>

KINGSMEAD PARISH COUNCIL

VACANCY

CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO)

Kingsmead Parish Council is seeking applications for the position of Clerk and RFO.

The post is part-time, initially for a period of 20 hours per week, mainly working from home. Working hours are flexible but the post holder must be able to attend the monthly council meetings. We offer excellent terms and conditions of employment. Annual salary is paid in accordance with the National Association of Local Councils and Society of Local Council (NALC/SLCC) Pay Scale (LC1 SCP 24 - 28). There is no requirement for the post holder to live within the parish.

Specific responsibilities will include:

- Ensuring the Parish Council conducts its business lawfully;
- Administering the council's financial affairs and keeping proper records;
- Attending all council meetings (the third Monday evening of each month);
- Attending Finance Committee meetings (quarterly);
- Ensuring that meeting papers are promptly prepared;
- Managing communications with other Councils and other organisations, and
- Managing communications between Councillors, Members of the Public & circulation of correspondence received.
- Managing contracts with suppliers.

Applicants should be computer-literate, experienced in the management of accounts and have proven organisational and administrative skills. Experience in local government is desirable as is suitable relevant qualifications. Full training will be given where required.

Further details of the role, including a job description and person specification, may be obtained from the address below

To apply please send your CV with a covering letter highlighting your relevant qualifications, skills and experience by Friday 13th November 2020.

Reply to:

Address: Kingsmead Parish Council (Address to be confirmed)

Telephone:

E-mail: