

Goudhurst Parish Council



Assistant Clerk to the Council: Job Description

Overall Responsibilities

Act as assistant to the Parish Council's Clerk, carrying out administrative tasks as requested by the Council and Clerk and meeting all statutory and professional requirements of the role. Carrying out all duties to support the Clerk and cover for the Clerk in their absence if required.

Specific Responsibilities

1. To assist the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed. To act according to the Council's Standing Orders, Financial Regulations and Policies. To assist in the review of Council's policies and to draft new policies as required for Council's approval.
2. To assist the Clerk, in consultation with the Chairman of the Council or the relevant committee Chairman, to prepare Agendas for meetings of the Council and committees using Council's Board Intelligence software. To attend meetings of the full Council and prepare minutes for approval. To attend committee meetings when required and prepare minutes for approval.
3. To support the Clerk at Parish Council meetings and committee meetings as agreed, including minute-taking and preparation of minutes for review and circulation to the Council.
4. To help organise and attend other parish meetings as required during the year, including the Annual Parish Meetings and assist with minute-taking at these meetings as required.
5. To take responsibility for booking the village hall or other suitable venue for regular council and committee meetings and ad hoc meetings as required.
6. To receive and record planning consultation requests from Tunbridge Wells Borough Council (the planning authority). To attend Planning Committee meetings, taking minutes and responding to TWBC with the Council's recommendations on planning applications. To update records with planning decisions and prepare a monthly report to Council on committee recommendations and TWBC decisions.
7. To assist with updating and formatting the Parish Council website and any social media channels which the Council chooses to use for informing parishioners. To assist with the writing of the Parish e-newsletter and articles for other publications as requested.
8. In consultation with the Clerk and the Chairman of the Council or the relevant committee Chairman, to receive and deal with correspondence, e-mails and documents. To issue correspondence as a result of Council's instructions or the known policy of the Council.
9. To coordinate and progress ad hoc projects as identified by the Parish Clerk and on behalf of the Council, including detailed research and suggestions of options for the Clerk and Council to consider.
10. To assist the Clerk and Council with the organisation of events including applying for road closures, temporary event notices, arranging first aid cover and drafting risk assessments for approval of the Clerk.
11. To assist the Clerk in ensuring that Council meets all requirements relating to the Data Protection Act and the General Data Protection Act (GDPR) ensuring all documents are stored safely and securely.

12. To prepare, in consultation with the Clerk and the Chairman of the council, press releases on the activities and decisions of the Council and to deal with ad-hoc enquiries from the press.
13. To attend training courses and conferences (at the expense of the Council) relevant to the role as required by the Council. To keep up to date with the necessary professional knowledge required to support the Clerk in the efficient running of the affairs of the Council.
14. To carry out other reasonable duties as required by the Clerk or Council.