Role of Parish Clerk to Branston & Mere Parish Council.

Branston & Mere Parish Council is a pro-active council serving a population of over 4,000. It has 13 Members and a precept of £136,000 in 2020/21. There are currently 4 part-time members of staff in addition to the Clerk. The Clerk is also the Responsible Finance Officer accountable for all the financial records of the Council and the careful administration of its finances.

Why become a Parish Clerk?

Becoming a Clerk to a Parish Council is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

A Parish Clerk works independently and with councillors to ensure that the Council conducts its business properly; providing independent, objective and professional advice and support.

All Parish and Town Councils are part of Local Government. In Lincolnshire there are currently three tiers of Local Government. Branston & Mere Parish Council is the tier closest to the community; working alongside Lincolnshire County Council and North Kesteven District Council.

What does the Parish Clerk do?

The Job Description lists the duties in detail, but the main duties can be summarised as: -

- Ensures that the Council conducts its business lawfully.
- Administers all the Council's paperwork.
- Ensures that meeting papers are properly prepared and that the public is aware of meetings.
- Communicates the Council's decisions.
- Organises and manages the provision of the Council’s services.
- Organises and oversees the implementation of projects.
- Manages and supports other members of staff.
- Communicates and promotes the Council’s work and facilities.
- Keeps files and other legal documents.
- Keeps up to date by undertaking required training/qualification.

Skills and attributes needed

Clerks pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the Person Specification but underwriting these qualities is a sense of public duty - of wanting to help others in the community.

If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it by email or post.

Email: assistantclerk@branstonpc.co.uk or

Post: Mrs J Naylor, Branston & Mere Parish Council, 30 Moor Lane, Branston Booth, Lincoln LN4 1JE.

To be received by **12 noon on Tuesday 30th June.**