

# Congresbury Parish Council

## Clerk and Responsible financial officer

### Candidate pack



***Congresbury Millennium Green***



***View of St Andrew's Church and churchyard***

# 1. About Congresbury

## Our village

Congresbury Parish Council is in North Somerset between Weston Super Mare and the City of Bristol. The Parish Council supports a busy village that has a population of around 3,000, a large number of local shops, cafes, restaurants and pubs.

Thanks to the diverse population Congresbury has numerous organisations, clubs, activities and a thriving social scene to suit all tastes. Those who come to live here seldom move again and make this their home to bring up their children and grow old in a caring community. With the city in one direction and a large town in the other, it has the best of both worlds, the countryside and town.

Being almost self contained, the village has great pride in what it can offer and its achievements. There are two thriving churches and an excellent primary school. It also boasts several pubs and a range of shops. Steeped in history and overlooked by an Iron Age fort, the Romans made pots here and the church was founded by St Congar.

The range of sporting activities includes football, cricket, tennis, bowls and fishing in the River Yeo. There is something for every taste or ability and the annual village fete shows off the beauty of the flowers as well as the abundance of its crops. Stay awhile, be made welcome and enjoy the experience.

**Map 1 Neighbourhood Plan Area**



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## Our Parish Council

The Parish Council has a rich history and has 12 councillors, of which 9 posts are currently filled.

The Parish Council is in control of local play areas, burial grounds, allotment and running a series of rooms for hire. Currently the Parish Council has a full council meeting each month on a Monday evening and has 3 supporting committees:

- Planning committee that meets once a month
- Finance committee that meets quarterly
- Staffing and admin committee meets every 6 months

Specific committee that helps manages a local reserve with a neighbouring Parish Council

The annual precept in 2020-21 was around £118,000

Further information - <http://www.congresbury-pc.gov.uk/Congresbury-Parish-Council/Default.aspx>

## 2. Salary and benefits

Join us in this role and you will enjoy the following benefits

<b>Salary:</b>	<b>SCP29-32 £32,910 to £35,745 (unqualified)</b> <b>SCP33-36 £36,922 to £39,880 (qualified)</b>
<b>Hours of work:</b>	37 hours per week offered as full time although part time hours on request
<b>Contract:</b>	Permanent
<b>Leave entitlement:</b>	As a full time employee your leave allowance will be confirmed on appointment. The allowance will depend on working pattern, plus bank holidays and will be pro-rata if you work part time
<b>Diversity:</b>	We are committed to diversity and inclusion. We aspire to be a best for equality, diversity and inclusion (EDI) and want all our staff to feel valued and respected and to see our council as a great place to work.
<b>Reporting to:</b>	Congresbury Parish Council
<b>Location:</b>	Hybrid of home working and Parish Council Offices at Orchard House, Station Road, Congresbury, Avon, Bristol BS49 5DX
<b>Staff responsibilities:</b>	Admin assistant and contract staff such as cleaners

### 3. The role and job description

The Clerk of the Congresbury Parish Council (CPC), as Proper Officer is accountable for the overall Administration of the business of the Council. The Clerk also has a number of specific legal responsibilities and undertaking work agreed by the Parish Council. This will require effective project management skills to ensure work is completed on time, to necessary quality and on budget. The Clerk will be expected to play a key role in ensuring that good public engagement is maintained between the Council and the residents of Congresbury including use of social media. The Clerk will be responsible for the line management of other staff employed by the Council.

The clerk will undertake the role of responsible financial officer (RFO) who will specifically be responsible for the financial services of the Council.

Together with the admin assistant you will be responsible for the management of the assets of the Council, e.g. Old School Rooms, Burial Ground, Allotments, and other items in the Council's Register of Assets.

General clerk experience, specifically covering:

- Meetings, writing agenda and minutes
- Project management skills
- Communications skills
- Achieves results
- Ability to identify and solve problems
- IT skills

#### **Specific responsibilities**

The Clerk will need to have a flexible approach to the overall needs of the job which can be very varied but will have the following specific duties:

1. To ensure that statutory and other provisions governing the running of the Council are observed.
2. Undertake the roles of proper officer and responsible finance officer for the Parish Council
3. Undertake financial activities to allow the Parish Council to function and ensuring bills and other responsibilities are followed.
4. To evaluate planning applications and to have delegated powers in respect of planning application recommendations when required.
5. To maintain awareness of activities within, and affecting, Congresbury and its residents to enhance good engagement between the Council and the residents.
6. To prepare and attend the meetings of the Council and its Committees, to prepare minutes, and to carry out actions from these meetings.

7. To act as the formal interface of the Council for receipt or despatch of items of correspondence and documents. To produce summary reports, on occasions, for review by the Council.
8. Consider proposals by the Council and advise on the practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To supervise other members of staff, in keeping with Council policies. This includes carrying out annual appraisals of all staff and recommending training requirements.
11. To attend training events in the role of the Clerk as agreed with the Council, and if unqualified will work towards the achievement of the status of Qualified Clerk within 24 months of joining.
12. To prepare press, web site and social media, releases about the activities or decisions of, the Council.
13. To administer as required certain trusts and land for which the Council has responsibility.
14. To look for potential sources of financial grants to the Council and other village organisations. To apply for grants on behalf of the Council.
15. To act as the representative of the Council as required.

## 4. Applying and further information

Our role is open to both qualified and unqualified clerks, ideally with previous experience working in local government or as a clerk. However, if you have other relevant experience, with transferable skills such as office manager, we will be pleased to hear from you. If you don't have the necessary qualifications, the Parish Council will support you in gaining your qualified status as soon as possible. Expected qualifications would be Certificate in Local Council Administration (CiLCA).

To apply please submit a CV stating your work experience, qualifications (to at least A level or equivalent), referees and a personal statement about why you think you are suitable for this role.

Closing date for applications is 5pm Friday 4 February 2022.

If you need to know more, please get in touch by emailing us at [jobs@congresbury-pc.gov.uk](mailto:jobs@congresbury-pc.gov.uk). If you would like to talk through the post, please send us an email with your name and telephone number and we will get in contact.