

# EAST KIRKBY PARISH COUNCIL

## JOB DESCRIPTION AND PERFORMANCE CRITERIA FOR THE PARISH CLERK (2026)

Adapted and Modified Specifically for East Kirkby Parish Council by  
Mrs. J Mussett (Parish Clerk)

and

Mr. B Nowicki (Chairman of the Parish Council)

May 2026



## **JOB DESCRIPTION AND PERFORMANCE CLERK TO EAST KIRKBY PARISH COUNCIL**

### **Overall Responsibilities**

The Clerk to East Kirkby Parish 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 Parish Council's Proper Officer.

The Parish Clerk will be totally responsible for ensuring that the instructions of the Parish Council in connection with its function, as a Parish Council, are carried out.

The Parish Clerk is expected to advise the Parish Council on, and assist in the formation of policies to be followed in respect of the Parish Council's activities, and in particular to produce all the information required for the Parish Council to make effective decisions and to implement constructively all decisions. The Parish Clerk appointed will be accountable to the Parish Council for the effective management of all its resources and will report to them as and when required.

The Parish Clerk will be the Responsible Financial Officer (RFO) and, in conjunction with the Parish Council Chairman, be responsible for all financial records of the Parish Council and the careful administration of its finances.

### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Parish Council are observed.
2. In conjunction with the Parish Council Chairman to monitor and balance the Parish Council's accounts and prepare records for audit purposes.
3. To ensure that the Parish Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate Parish Councillors, agendas for meetings of the Parish Council. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Parish Council.
6. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents, or bring such items, as required, to the attention of the Parish Council.
7. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met.
8. To study reports and other data on activities of the Parish 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 Parish Council.
9. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Parish Council as required.

11. To issue summons to Parish Councillors, issue notices, and prepare agendas and minutes for the Parish Council Meetings.

12. To prepare, in consultation with the Parish Council Chairman, press releases about the activities of, or decisions of, the Parish Council.

13. To attend training courses or seminars on the work and role of the Parish Clerk as required by the Parish Council.

14. To work towards the achievement of the status of Qualified Clerk as a requirement for effectiveness in the position of Clerk to the Parish Council.

15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Parish Council: Suggested is membership of your professional body The Society of Local Council Clerks.

16. 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 Parish Council as required.

17. Performance review:

East Kirkby Parish Council is such a small undertaking, that a performance review of its staff is considered unnecessary as this is covered under the “Job Description and Performance”, “Disciplinary” and “Grievance” Procedures.