**Parish Clerk Role (in brief)**

Manage the books for the Council, via an excel spreadsheet, ensuring rules are adhered to in order to ensure a correct audit trail.

Manage the bank accounts on line in order to make invoice payments etc.

Manage the annual audit process (there is a chap in Chinnor who checks all this)

Write & distribute the monthly agenda & place on noticeboards & website.

Attend monthly meetings (except August) on the 1st Thursday of each month & produce minutes from the meetings.

Read through the newsletters from OALC & communicate anything important information that needs action taking etc.

Respond to emails as quickly as possible. Many just need to be forwarded to the Councillors with a short footnote. Some can just be deleted, and some can be dealt with without involving the Councillors.

Learn the basics of ‘Mailchimp’ and then use this to send a Newsletter to subscribers. On average this is about once a fortnight but quite often less – it depends on what there is to send out! Link to items on the PC website.

Maintain the PC website by uploading any news, agendas, minutes, annual finance reports, newsletters & the Council’s policies etc.

Download the data (via Bluetooth) from the VAS (Vehicle activated sign) so that Geoff Isherwood can analyse the results (About 45 minutes per month)

Attend occasional training courses and meetings if required.

Update procedures and ‘standing orders’ annually and keep an asset register.

Submit an annual VAT reclaim.

Prepare the budget (In November) for the year ahead with the help of the Councillors & use this to apply for the precept for the next financial year.

The most important thing to remember is that you’re working with a lovely bunch of people which means you are not alone as they will always help or suggest someone who can!