

What does the Clerk do?

The Clerk is also known as the 'Proper Officer'¹. The clerk is an employee of the Council who facilitates the inner workings of the Council and its outer relationship to the residents living within its area.

The Role of the Clerk is:

- the executive officer for the Council
- to ensure that the Council, as a unit, conducts its business legally
- to provide independent, objective and professional advice and support

The Responsibilities of the Clerk are:

- to be the RFO (Responsible Financial Officer)
- to prepare for meetings
- to take Minutes of the meetings
- to provide the Council with information to aid decision making processes
- to be knowledgeable about relevant laws and to know when they need to be actioned
- to keep themselves up-to-date with all aspects of Clerking through Continual Professional Development
- to safely keep title deeds, insurance policies, licences and Land Registry documents
- to keep the list of Council Assets up to date
- maintain the website(s) and ensure they meet the legal requirements.

Duties:

A Clerk must:

- act on/implement the decisions of the council
- prepare the Summons/Agenda
- post or deliver the Summons/Agenda to each Councillor
- ensure the Summons/Agenda is published and displayed within the locality for all residents to see
- Comply with the Code of Conduct relevant to the Clerk

Notes

¹Welsh Statutory Instruments, 2016 No. 84 (W. 38), Local Government, Wales,

The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 2,b,a: proper officer" ("swyddog priodol") means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972(5)

In Llangammarch the Clerk is also the Responsible Finance Officer (RFO)

The Responsible Finance Officer is appointed by the Council and acts on decisions and directions of the Council. In smaller councils this is often the Clerk.

The Role of the RFO is:

- to oversee and administer the finances of the council
- to decide how financial records are to be kept
- to set up and then oversee banking arrangements
- to reconcile bank account with the council records
- to keep a record of the assets and liabilities
- to ensure all financial records are safely held

The Responsibilities of the RFO are:

- Maintains financial records
- To report the financial situation to each Council meeting
- Advise the council on financial matters
- To assess risks and put in adequate control systems
- To keep record of payments in accordance with Governance and Accountability Wales 2019
- To prepare a schedule (usually for the November meeting) of previous budgets and estimates for the following year. This is then presented to the Council.
- To prepare end-of-year documentation

Duties:

- Decide how to keep the accounts and agree this with the Council
- To prepare the accounts for internal audit
- To prepare all papers for the External Audit
- To arrange the exercise of electors' rights for the Audit

The clerk is expected to study for at least the 'Introduction to Local Council Administration' (ILCA) qualification.

The Llangammarch Clerk also has the CiLCA, the Certificate in Local Council Administration.