

Clerk's duties

Weekly duties

1. Check emails/correspondence regularly and reply as necessary or add to items to agenda for monthly meetings
2. Check emails for planning application and download documents from ERYC Online Planning website and add to monthly agenda
3. Check emails for Notices of Decision and add details to monthly agenda
4. Weekly check of defibrillators for Carnaby and Haisthorpe and complete online jot form
- 5.

Monthly duties

6. Prepare agendas for AGMs and general meetings
7. Send agenda and last month's minutes to all Councillors, Ward Councillors and other significant parties
8. Attend monthly Parish Council meetings and take minutes,
9. Prepare accounts and finances, and other book keeping duties
10. Update Parish Council website
11. Organise payment for invoices received
12. Prepare and download online planning in readiness for monthly meetings
13. Prepare and send letters, invoices and other clerical duties as required
14. Following Parish Council meetings, inform ERYC regarding decisions on planning via online planning system
15. Order supplies for stationery and defibs as necessary
16. PAYE via HMRC Real Time for Clerk's salary to be paid in advance of receiving payment
17. File and keep electronic records of all correspondence, minutes, finances, planning etc
18. Keep records of complaints
19. Prepare and maintain monitoring forms for annual wind farm grant

Annual duties

1. Prepare annual accounts for internal and external auditors
2. Wind Farm Funding – Annual funding scheme for Fraisthorpe Wind Farm to be prepared, completed and all relevant documentation to be send to Two Ridings Community Fund
3. Prepare documentation and quotes for any proposed funding from wind farm grants or other grants
4. Prepare and print annual newsletter
5. Christmas – order Christmas fayre for Christmas lights switch on
6. Website renewal – web hosting - ensure website hosting remains valid
7. VAT returns to be applied for annually
8. Prepare and maintain monitoring forms for annual wind farm grant

Adhoc duties

1. Apply for funding from wind farms as required Fraisthorpe Wind Farm via Two Ridings Community Fund, Lissett Wind Farm via ERYC portal