

Information on Mawnan Parish...

The parish of Mawnan is on the south coast of west Cornwall, beautifully set on the northern bank of the Helford River and estuary, its neighbouring parishes being Budock to the north-east and Constantine to the west. The name Mawnan Smith comes from the four historic blacksmiths' "smithies" which were situated here.

Mawnan Smith has an active village hall serving the whole community with parish-wide events such as the annual panto, craft & produce markets, arts and craft activities and the Pancake Day races; in addition, there are some 40 active leisure groups. The village pub serves as a social meeting point while marine activities based on the Helford act as a further central theme for Parish activity.

Our electorate is about 1500 with the majority of them being owners of the 685 homes that make up our parish. Almost all of our parish is within the AONB (now National Landscape) and we work closely with the Helford Marine Conservation Group to ensure our protection extends into the waterways.

and the Parish Council...

The Parish Council is the first tier of local government covering the parish of Mawnan, which includes Mawnan Smith, Helford Passage, Durgan, Penwarne, Bareppa and Maenporth, near Falmouth. Residents of Mawnan Parish can seek advice and guidance on various matters pertaining to the local area. We will endeavour to assist at first hand, or to forward matters to the unitary authority, the Cornwall Council.

The Parish Council comprises 10 elected Councillors (also called members), who are volunteers drawn from the local community, plus a salaried clerk (also called an officer). Our precept for 2024-25 is £88,004. Most of our meetings take place at either Mawnan Bowling Club or Mawnan Memorial Hall.

We manage the two playing fields – set up as charitable trusts – within the village, as well as the community graveyard adjacent to Mawnan Church. We are also responsible for the newly refurbished public conveniences and the bus shelter in the village and cover the upkeep and maintenance of some smaller areas of green space as well.

The full parish council itself meets every third Thursday of the month except in August, when we usually only deal with planning applications as necessary. We also have a quarterly meeting of our Office & Finance committee (April, July, October & January) plus a budget & precept setting meeting in early December.

Our 2 Playing Field Trusts meet jointly roughly every quarter- usually February/March, June, August/Sept & November. We currently have a volunteer group working on new designs for the Junior Playing Field (JPFT) which is home to our children's playground whilst the Carwinion Field – home to village cricket & football – is looking into possible funding to install a MUGA.

JOB DESCRIPTION

CLERK TO MAWNAN PARISH COUNCIL

Overall Responsibilities

The Clerk to the 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 local authority's Proper Officer. They are also totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will also act as Burials Officer for Mawnan Community Graveyard; web administrator for the Parish Council website (www.mawnan.org.uk) and Health & Safety officer for the parish council (and subsidiaries), gaining one additional spinal point for these activities plus that of Trusts Administrator.

NB The post holder may be asked to complete a variety of other tasks not specified in the job description, commensurate with the level of post. The postholder will be required to attend evening Council meetings and infrequent other meetings to meet the business needs of the Council.

Specific Responsibilities

1. To act as the representative of the Council as required.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To attend all meetings of the Council and all meetings of its committees and subcommittees. Other than where such duties have been delegated to another Officer or Councillor.
4. To prepare, in consultation with appropriate members, Agendas for Meetings of the Council and Committees, and to attend such meetings and prepare minutes for approval. (Other than where such duties have been delegated to another Officer or Councillor).
5. To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
6. To receive correspondence and documents on behalf of the Council and to deal with correspondence or documents or bring such items to the attention of the Council and to issue correspondence as a result of instructions of, or as a result of the known policy of the Council.
7. To work closely with the Councillors to guide and support them in having a strategic view of the Councils role.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

9. To study reports and other data on activities of the 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 Council.
10. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
11. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To ensure that the Council's obligations under the Data Protection Regulations in line with GDPR Article 6(1)(a)(b) and (c) (Data Protection Bill 2017) are properly met.
13. To ensure that the Council's obligations for Risk Assessment are properly met.
14. To undertake Health & Safety checks within both graveyards managed by Mawnan Parish Council. This includes ensuring the appropriate level of checks are being made and recorded; memorial testing; general record keeping and liaison with the church on issues.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body, namely, The Society of Local Council Clerks.
16. To attend training courses, seminars or conferences on the work and role of the Clerk as required.
17. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To explore advances in new technology, reporting back to the Council and implementing agreed systems as necessary to improve and maintain the efficiency of the Council.
19. To ensure that all procedures relating to the provision of interment space at Mawnan Community Graveyard are undertaken (e.g. assigning plots; receiving and completing forms for burials; liaising with Funeral Directors/ relatives/ Registrars Service; recording burial information & issuing permits). To ensure accurate records of burials are maintained and that appropriate safety testing of memorials is undertaken at regular intervals for both the sites managed by the parish council; receiving training where appropriate.
20. Act as administrator to the Parish Council's website and ensure it is accurate and up to date, identifying informational items to post and ensuring content is at all times relevant and within statutory & legal boundaries.

**RESPONSIBLE FINANCE OFFICER
JOB DESCRIPTION**

A responsible finance officer (RFO) is appointed by each local council in accordance with Local Government Act 1972 section 151. The following is a comprehensive list of duties which relate to the statutory post.

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft proposal for consideration for upcoming budgets, which will in turn inform the annual precept setting, and to report thereon as necessary.
3. To submit the Precept to the Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To prepare any contracts or tenders for the Council – drafting appropriate documents for their completion. The RFO acts as Procurement Officer for the parish council and accepts additional training as such.
5. To verify, analyse for accounts purposes, and authorise suppliers' invoices for recommendation for payment to ensure such invoice are paid promptly.
6. To control & record payments made by cheque/ electronically.
7. To ensure that all money due to the Council is billed and collected, ensuring all monies are banked as necessary.
8. To manage banking arrangements including monitoring cash flow, controlling internal bank transfers and investments, monitoring signatory access & e-banking protocols on all parish accounts with the support of a nominated member.
9. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension provision.
10. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
11. To prepare Financial Statements for each financial year for Councillors and the public.
12. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
13. To arrange for appropriate Internal Audit in accordance with Financial Regulations.
14. To monitor compliance with the Council's Financial Regulations.
15. To manage the Risks faced by the Council and to recommend such insurance as is required, or is mandatory (Employer's Liability and Fiduciary Guarantee).
16. To maintain the Council's asset register.

TRUSTS ADMINISTRATOR JOB DESCRIPTION

The expectation is that the Trusts Administrator post will work alongside that of parish clerk – in that they will provide administrative and legal support to the two charitable trusts managed by the Parish Council.

There is currently in place a subcontracted commitment of 3 hours per week on top of the Parish Clerk hours – but this is only worked when necessary as the work of the Trusts is more sporadic than that of the parish council. Administration of the Trusts rarely takes more than 10 hours per month.

Specific Responsibilities:

1. To organise regular trust meetings; sourcing appropriate times and venues; preparing agendas and associated papers in advance for distribution.
2. To take minutes at the meetings, recording and distributing these with due accuracy and attention.
3. To receive correspondence and documents on behalf of the Trusts and to deal with or bring such items to the attention of them, communicating to relevant parties any and all actions and outcomes of decision made by the Trusts.
4. To undertake the recording and processing of day to day financial matters, including monthly bank reconciliations and to prepare financial reports for distribution to trustees on a regular basis.
5. To prepare information for the Annual Return to the Charities Commission with assistance of a named trustee.
6. To prepare the annual general meeting and annual report on behalf of both trusts.
7. To maintain and update where necessary all information pertaining to the trusts policies and goals.
8. To undertake training to allow them to act as Health & Safety advisor. This will include undertaking and recording weekly checks to play equipment at the Junior Playing Field and bi-annual site checks to the Carwinion Playing Field.
9. To report on the state of current resources and plan ahead for replacement allowing both playing field sites to run actively for the benefit of the inhabitants of Mawnan Parish
10. To arrange immediate repairs where necessary under H&S or to report back on significant repair requests to the Trustees.
11. To provide advice on statutory & legal requirement in the management of the two charitable trusts, ensuring that the responsibilities of the trusts are met.

SAFEGUARDING STATEMENT

Mawnan Parish Council is committed to safeguarding the wellbeing of children, young people and vulnerable adults and to ensuring that they are protected and kept safe from physical, sexual, and emotional harm and neglect while they are engaged in any activity associated with the Council.

This responsibility applies to all Council employees and Members; it also applies to contractors, partners and volunteers who carry out work on behalf of the Council with (or for) children, young people and adults at risk.

In order to promote a safe environment, the Council is committed to fostering a safeguarding culture in its premises, activity areas and through its recruitment practices. To achieve this, the Council will:

- Provide safe facilities and undertake regular safety assessments.
- Ensure that employees and Councillors are aware of the safeguarding expectations.
- Ensure that candidates applying for jobs are made aware of the Council's commitment to safeguarding and are expected to support this commitment if appointed.
- Ensure any leaders of workshops run by the Council (where children, young people or adults who may be at risk are involved) are enhanced DBS checked.

Employees, Councillors and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. If they have concerns, these should be passed on to the Clerk, or direct to the Multi-Agency Referral Unit (MARU) at Cornwall Council.

Persons applying for a position with the Council are expected to support the safeguarding policy and principles of the Council.

RECRUITMENT PRIVACY NOTICE

This notice sets out the basis on which we collect, use and disclose your personal data during the recruitment process and your rights within the process.

What information does the Council collect and how?

The Council collects a range of information as part of its recruitment process. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and other selection methods used;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

If you are successful, we may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in our administrative system and our email system.

Why does the Council process personal data?

During the recruitment process the Council will collect and process your data to

- manage the recruitment process, assess and confirm a your suitability for employment and decide who should be offered a job.
- respond to and defend against claims of discrimination and unfair process
- establish your entitlement to work in the UK
- make any reasonable adjustments required to meet our obligations under equalities legislation

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

During the recruitment process the Council may share your information internally with:

- the Clerk,
- Councillors involved in the recruitment process,
- The line manager of the post

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information to comply with the law.

How does the Council protect data?

The Council takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does the Council keep data?

If your application for employment is unsuccessful, your data will be kept on file for 6 months. At the end of that period, your data will be deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have the legal right to:

- access and obtain a copy of your data on request;
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [insert e-mail address]

If you believe that the Council has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Council during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Person Specification for the Clerk/RFO & Trusts Administrator

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy. - Good working knowledge of IT systems - Certificate in Local Council Administration or willingness to obtain within an agreed timescale 	<ul style="list-style-type: none"> - Administration and/or Bookkeeping qualifications - Completion of Certificate in Local Council Administration (CiLCA) or other recognised related qualification
Experience, Skills & Knowledge	<ul style="list-style-type: none"> - Experience of working in a public-facing role with the ability to communicate effectively, orally, in writing and electronically with good presentation skills. - Experience of advising and servicing committees and working with members - Able to gain and retain the confidence of Councillors, local Community representatives, and outside organisations. - Able to work effectively under pressure. Capable of anticipating problems and showing initiative to solve them. - Competent in management of a simple budget using computer based software; understanding of budget control, and of financial analysis and process. - Excellent IT skills from MS Office to social media - Excellent organisational and prioritising skills - Exemplary written and verbal communication skills 	<ul style="list-style-type: none"> - Previous parish clerk experience or similar - Experience of financial management and reporting - A good working knowledge and understanding of Local Government structure and practices. - An Understanding of Planning Legislation. - Health & Safety and risk assessment experience. - Event planning experience. - Proven project management experience.
Circumstances	<ul style="list-style-type: none"> - Able and willing to work specified and adhoc evening meetings as required. - Full driving licence and ability to travel around the Parish for work and related meeting and events. 	<ul style="list-style-type: none"> - Current driving license - Local Area knowledge & experience



Mawnan Parish Council,

c/o MS Electrical, The Square,
Mawnan Smith, TR11 5EP

Tel: 01326 251022 Email : clerk@mawnan.org.uk

Website: www.mawnan.org.uk

Completed Application Forms must be returned by: **Wednesday 3rd April 2024**

To: Lisa Clements, current clerk

Email: clerk@mawnan.org.uk (please only email PDF documents, for security)

Application for the post of: **Parish Clerk and Responsible Financial Officer +
Playing Field Trusts Administrator**

ABOUT YOU			
Title:		Surname:	
First name(s):		Previous Surname(s):	
Home address (including post code):		Home phone:	
		Work phone:	
		Mobile:	
Email:			
NI Number:	(You can get this from the DWP or past payslip)		
Current Driving License held	YES/ NO	Access to a car (for evening meetings especially)	YES/ NO

PRESENT (OR MOST RECENT) EMPLOYMENT			
Name and Address of Employer:			
Position Held		Is this your current job?	YES/ NO
Start Date		Leaving Date (if applicable):	
Notice Required		Reason for Leaving	
Key responsibilities and / or achievements:			

PREVIOUS EMPLOYMENT OR EXPERIENCE

Start with the most recent first and work backwards. **Please explain any gaps in your work history** since you left education (e.g. unemployment; career breaks; voluntary work; travel etc.). If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Dates (mm/yy)		Employer or Reason for gap	Job title, duties and responsibilities	Reason for leaving
From	To			

Please continue on a separate sheet if necessary

QUALIFICATIONS ACHIEVED FROM SECONDARY, HIGHER AND FURTHER EDUCATION

Name of Education Provider, ie School/College	Type of qualification (GCSE, NVQ, Degree etc) & date obtained	Qualifications (including grades or level of achievement)

OTHER TRAINING, COURSES AND SELF DEVELOPMENT

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

MEMBERSHIP OF ANY PROFESSIONAL BODIES

Institute or association	Membership level	How obtained, e.g. through qualification or election	Date achieved (mm/yy)

EXPERIENCE, KNOWLEDGE AND SKILLS

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is important therefore that you cover the requirements listed in the person specification for the job, and explain why you would like to fill the role and how your skills are relevant:

Please continue on a separate page if necessary

REFERENCES			
Details of two referees are required, at least one of which should be from your present or most recent employer. Where possible, both referees should be work related.			
Reference 1: This must be your current or most recent employer (manger, supervisor or line manager, rather than HR department)		Reference 2: Should be someone to vouch for your character and suitability for this post. They cannot be relatives or family members.	
Full name:		Full name:	
Job title:		Job title:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone number:		Telephone number:	
Relationship to applicant:		Relationship to applicant:	
I am happy for you to contact this referee prior to interview	YES/ NO	I am happy for you to contact this referee prior to interview	YES/ NO

DISCLOSURE OF INTEREST	
Do you have any unspent convictions (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975), cautions, reprimands or warnings or do you have any charges pending? If yes, please provide details however you are not required to disclose 'spent' convictions for this post.	Yes / No
Are you legally eligible for employment in the UK? <i>Verification of this will be asked for if you are offered this position.</i>	Yes / No
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? If no, please provide details of your other role(s) and the days and hours you work:	Yes / No
Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? (if yes please give details) If yes, please provide details	Yes / No
Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee or elected member of the Parish Council? If yes, please give details:	Yes / No

THE DATA PROTECTION ACT 2018 (DPA)

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. Information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

DECLARATION

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete. I give my consent for the Council to process my personal data in connection with this application and the data can be used as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Please note that the canvassing of members of the Council, Committee or of any Working Party, directly or indirectly, for any appointment under the Council will disqualify your application.

Signature

Date

PLEASE RETURN TO:

**Lisa Clements, Parish Clerk
c/o MS Electrical, The Square, Mawnan Smith, TR11 5EP**

email: clerk@mawnan.org.uk, be sure to put CLERK APPLICATION in subject line

Closing date for applications: Wednesday 3rd April 2024

Remember, if emailing in this application form please only email PDF documents, for security reasons.