JOB DESCRIPTION

1. To prepare, in consultation with Chairperson, all agendas and meeting papers for the Community Council and Committees; and to ensure that the public are made aware of the meeting times.
2. To attend meetings and prepare draft minutes for approval.
3. To receive and issue correspondence/documents on behalf of the Council and present all at Full Council Meetings.
4. To implement and take action on all decisions made at meetings (day and evening) and undertake all administrative work.
5. To ensure that the Community Council conducts its business lawfully.
6. To provide legal and financial advice and information to support the Council’s decisions.
7. To maintain accurate financial records, banking, invoices, receipts and payments, managing the PAYE / HMRC scheme.
8. To draft the Community Council’s budget, preparing and managing accounts and liaising with auditors.
9. To supervise the Park Warden and to work alongside the Personnel Committee.
10. To maintain work records (e.g. timesheets), annual appraisal/training records and health & safety records.
11. To liaise with Bridgend County Borough Council and other official bodies and individuals, as necessary.
12. To arrange the maintenance and update the Council’s website / notice boards.
13. To produce reports, following proposals by Council, for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.