



Hythe & Dibden

PARISH COUNCIL

Meeting Support Officer

Job Description

Based at: Hythe and Dibden Parish Council, The Grove, Hythe
Responsible to: The Deputy Clerk to the Council
Hours per week: 37
Salary Scale: SCP 13
Leave Entitlement: 23 days rising to 26 days after completing 5 years' service plus 2 statutory days

Job Purpose Summary

The post holder will be responsible for performing administrative duties and meeting support duties which support the Parish Council in undertaking its statutory duties and in its provision of other services to the community.

Key Responsibilities and Accountabilities

1 Meeting Support

- a) To prepare and publish agendas and associated reports for meetings in conjunction with the Clerk and/or Deputy Clerk to the Council and maintain the content of public noticeboards used for the lawful display of agendas within the Parish.
- b) To prepare a monthly list of planning applications and tree applications for presentation to the Planning Committee. Responsible for ensuring that the details of all relevant planning application comments, decisions and appeals are accurately recorded and forwarded onto the relevant planning authority where necessary.
- c) To arrange the circulation of agendas by email and copy/scan necessary documentation for the meeting.
- d) To attend meetings of the Council and its Committees and prepare a draft of the minutes for approval by the Clerk or Deputy Clerk and the appropriate Chairman of the meeting.
- e) To arrange the circulation of the draft minutes by email and ensure that the final minutes of the meetings are signed by the appropriate Chairman after their approval by the individual Committees and the Council.
- f) To undertake any administrative duties decided/requested by a committee or Council
- g) To prepare all Council and Committee minutes for binding at the end of each municipal year.

2 General Administrative

- a) To respond to telephone and personal callers to the council offices and assist members of the public with their enquiries where possible, signposting to other authorities where necessary.

- b) To be responsible for taking bookings for council facilities, liaising with hirers, updating the facilities software package ensuring that booking sheets are produced and distributed to the relevant members of staff for caretaking and invoicing purposes. To liaise with staff to ensure that facilities are available for use at the time of booking.
- c) To assist with the administration of the council's allotment sites. Duties include maintaining an up to date waiting list, allocating vacant plots, issuing the renewal notices on an annual basis, visiting the sites and liaising with tenants to ensure that all of sites are being kept in good order in line with the Allotment Terms and Conditions.
- d) To keep the Council's website updated with Council business, including news items and information, and be responsible for uploading details of forthcoming meetings and their respective agendas and minutes.
- e) To be responsible for the preparation of correspondence as required ensuring that all outgoing documents contain the correct postage and are posted at the end of each working day.
- f) To be responsible for the correct electronic or hard copy filing of appropriate records.
- g) To assist with the banking when the Finance Officer is absent.

3. Personal development responsibilities

To attend training courses or seminars as identified during personal development processes.

4. Other responsibilities

To undertake any other such duties commensurate with the responsibilities of the post as may from time to time be necessary.