

**EAST DUNBARTONSHIRE COUNCIL
COMMUNITY DIRECTORATE**

GUIDANCE NOTES FOR PARENT COUNCIL CLERKS

ROLE OF THE PARENT COUNCIL CLERK

The exact nature of the clerk's duties is very much a matter for the individual Council to decide. There are, however, a number of activities which could be considered to form the principal duties of a Clerk.

1 CORRESPONDENCE

The Clerk should deal with the Council's mail and send out all correspondence from the Council. (It is recommended that all letters from the Council are signed by the chairperson.)

2 AGENDA AND MEETING PAPERS

The Chairperson, Head Teacher and Clerk should consult in drawing up the agenda.

The Clerk should issue the agenda and meeting papers, along with a copy of the minutes of the previous meetings, to members, the Head Teacher, Local Councillor(s) and, if requested by the authority, designated officials. The agenda and papers must also be made available for public inspection within the School.

3 MINUTE TAKING AND PREPARATION OF MINUTES

The Clerk should take minutes at Council Meetings. You may wish to use the suggested format attached as per appendix 1. However, it is a matter for the Council to decide whether the minutes should be a comprehensive record of discussion or a summary of decisions taken and action points. Minutes should clearly show decisions taken, actions to be followed through and the person(s) responsible for this.

As soon as possible after the meeting the Clerk should prepare a draft minute for approval by the Chairperson. Once the draft minute has been approved copies should be circulated to members of the Council, the Head Teacher, Councillors and Officials as per appendix 2. A copy should also be displayed on the School notice board and an electronic copy should be e-mailed to Elizabeth Gillan, e-mail address elizabeth.gillan@eastdunbarton.gov.uk.

4 ADVICE ON PROCEDURES AND STATUTE

The Clerk should be able to advise the Chairperson and the Council on procedural and statutory matters and should have a working knowledge of the legislation relating to Parent Councils and the Council's own Standing Orders. Advice on procedural and statutory matters can also be obtained from the Community Directorate's Business Support - A Section.

5 PARENT COUNCIL MEMBERSHIP

You should receive in writing resignations from Council members.

You must notify Business Support - A Section, Southbank House in writing of any changes of membership giving name, address and home/business telephone numbers/e-mail address of any new member.

6 CLERK'S FEES CLAIMS /APPOINTMENT FORM

Clerk's fees are paid at the rate of £8.62 per hour for the duration of any business meeting and for a maximum of six hours, for a total of 8 meetings per year which is inclusive of preparation and follow-up work.

Clerks are not entitled to travelling expenses.

Clerks who are council employees will receive payment for their fees together with their salary/wages in respect of their council employment.

However, Parent Council clerks who are not council employees will receive payment on the Thursday before the last Friday of the month. Please note that the "cut-off" date for claims for payment is two weeks before the above date.

Clerks are paid fees in connection with their work for the Parent Council. All claims for payment should be made on the Clerk's Fees Claim Form (sample enclosed) and submitted to Elizabeth Gillan, Business Support - A, Southbank House, Southbank Business Park, Kirkintilloch, G66 1XQ
Newly/

Newly appointed clerks should also complete the Appointment Form (sample enclosed) and submit this with their first Clerk's Fees Claim Form.

Please note that all claims must be authorised by the Parent Council Chairperson.

PLEASE E-MAIL A COPY OF ALL MINUTES AND AGENDAS TO elizabeth.gillan@eastdunbarton.gov.uk

ALL CLERK'S FEES CLAIMS, NOTIFICATION OF CHANGE OF MEMBERSHIP SHOULD BE ADDRESSED TO:

**Elizabeth Gillan
Business Support - A
Community Directorate
Southbank House
Southbank Business Park
Kirkintilloch
G66 1XG**

SUGGESTED FORMAT OF MINUTES

Minute of meeting ofSchool
Parent Council held on
.....
at pm

Present:

1. Apologies
2. Minute of Previous Meeting
3. Matters Arising
 - (i)
 - (ii)
 - (iii)
4. Correspondence
 - (i)
 - (ii)
 - (iii)
5. Head Teacher's Report
6. Chairperson's Report
7. Agenda Item
8. Agenda Item
9. Agenda Item
10. Any Other Competent Business (AOCB)
11. Date and Time of Next Meeting

DISTRIBUTION OF MINUTES

1 Community Directorate
e-mail elizabeth.gillan@eastdunbarton.gov.uk

2 William Patrick Library
2/4 West High Street
Kirkintilloch
G66 1AP

Or e-mail to libraries@eastdunbarton.gov.uk

3 Councillors (all councillors connected with the school)

Councillors' mail to:

MEMBERS' SUPPORT UNIT
TOM JOHNSTON HOUSE
CIVIC WAY
KIRKINTILLOCH
G66 4TJ

Or e-mail using councillors forename.surname
@eastdunbarton.gov.uk