

# Llandough Community Council

## Analysis of the Working Hours of the Clerk

Schedule of Duties	Frequency of Actions pa	Est. Hours per transaction	Total
<b>SERVICING OF COUNCIL MEETINGS</b>			
Preparation of Council Agendas	12	1.5	18.00
E-Mailing of Papers	12	0.25	3.00
Printing of Papers and Posting	12	1.5	18.00
Agendas for Council Noticeboards	12	0.25	3.00
Preparation time for meetings	12	1.5	18.00
Attendance at Meetings (Incl opening/locking up)	12	2	24.00
Preparing Minutes of Council Meetings	12	2	24.00
Undertaking actions from Council Meetings	12	5	60.00
Organising Council and Committee Timetables	1	1	1.00
Preparing Summary of Meeting for Website	0	0	
Filing of Papers from Council Meeting	12	0.25	3.00
<b>SERVICING OF ENVIRONMENT AND AMENITIES COMMITTEE</b>			
Preparation of Agenda	4	0.5	2.00
E-Mailing of Papers	4	0.25	1.00
Despatch Arrangements	4	1	4.00
Preparation time for meetings	4	0.5	2.00
Attendance at Meetings (Incl opening/locking up)	4	1	4.00
Preparing Minutes of Group	4	1	4.00
Undertaking actions from Meetings	4	1.5	6.00

Working Hours Assessment

Filing of Papers from Group Meeting	4	0.25	1.00
<b>SERVICING OF POLICY AND RESOURCES COMMITTEE</b>			
Preparation of Agenda	4	0.75	3.00
E-Mailing of Papers	4	0.25	1.00
Despatch Arrangements	4	1	4.00
Preparation time for meetings	4	0.75	3.00
Attendance at Meetings	4	1	4.00
Preparing Minutes of Group	4	1	4.00
Undertaking actions from Group Meetings	4	1	4.00
Filing of Papers from Group Meeting	4	0.25	1.00
<b>BIODIVERSITY WORKING PARTY</b>			
Preparation of Agenda	3	1	3.00
E-Mailing of Papers	3	0.25	0.75
Despatch Arrangements	3	0.75	2.25
Preparation time for meetings	3	0.5	1.50
Attendance at Meetings	3	1	3.00
Preparing Minutes of Committee	3	1	3.00
Undertaking actions from Committee Meetings	3	0.5	1.50
Filing of Papers from Committee Meeting	3	0.1	0.30
<b>OLDER PERSONS WORKING PARTY</b>			
Preparation of Agenda	2	0.25	0.50
E-Mailing of Papers	2	0.15	0.30
Despatch Arrangements	2	0.25	0.50
Preparation time for meetings	2	0.25	0.50

Working Hours Assessment

Attendance at Meetings	2	1	2.00
Preparing Minutes of Committee	2	0.5	1.00
Undertaking actions from Committee Meetings	2	0.5	1.00
Filing of Papers from Committee Meeting	2	0.25	0.50
<b>VILLAGE FETE WORKING PARTY</b>			
Preparation of Agenda	4	0.75	3.00
E-Mailing of Papers	4	0.25	1.00
Despatch Arrangements	4	1	4.00
Preparation time for meetings	4	0.5	2.00
Attendance at Meetings	4	1.25	5.00
Preparing Minutes of Committee	4	1	4.00
Undertaking actions from Committee Meetings	4	1.5	6.00
Filing of Papers from Committee Meeting	4	0.25	1.00
<b>CORBETT ROAD ALLOTMENTS WORKING PARTY</b>			
Preparation of Agenda	4	1	4.00
E-Mailing of Papers	4	0.5	2.00
Despatch Arrangements	4	0.5	2.00
Preparation time for meetings	4	0.5	2.00
Attendance at Meetings (including travel time)	4	2.5	10.00
Preparing Minutes of Committee	4	1.5	6.00
Undertaking actions from Committee Meetings	4	1	4.00
Filing of Papers from Committee Meeting	4	0.25	1.00
<b>LEWIS ROAD ALLOTMENTS WORKING PARTY</b>			
Preparation of Agenda	3	0.5	1.50

### Working Hours Assessment

E-Mailing of Papers	3	0.25	0.75
Despatch Arrangements	3	0.5	1.50
Preparation time for meetings	3	0.25	0.75
Attendance at Meetings (including travel time)	3	1.5	4.50
Preparing Minutes of Committee	3	1.5	4.50
Undertaking actions from Committee Meetings	3	1	3.00
Filing of Papers from Committee Meeting	3	0.25	0.75
<b>HALL MANAGEMENT COMMITTEE</b>			
Preparation of Agenda	5	1	5.00
E-Mailing of Papers	5	0.25	1.25
Despatch Arrangements	5	0.5	2.50
Preparation time for meetings	5	0.5	2.50
Attendance at Meetings (including travel time)	5	1	5.00
Preparing Minutes of Committee	5	1.5	7.50
Undertaking actions from Committee Meetings	5	0.5	2.50
Filing of Papers from Committee Meeting	5	0.25	1.25
<b>FINANCIAL ADMINISTRATION</b>			
Preparation of Budget	1	6	6.00
Monthly Bank Reconciliations	12	2	24.00
Obtaining Cheque Signatures/Checking Invoices	26	1.5	39.00
Allotment Invoicing and Despatch	1	8	8.00
Updating Accounts System	12	2	24.00
Budget Monitoring	4	1	4.00
Preparation of Financial Reports for Committee/Council	4	0.5	2.00

### Working Hours Assessment

Annual Statement of Accounts	1	7	7.00
Hall Management Accounts	12	1	12.00
Hall Management Accounts End of Year	1	4	4.00
Salaries and Wages Payments/Provision of Information to Provider	12	1	12.00
Start of Year Procedures	1	1.5	1.50
Working with Internal Auditor	1	1	1.00
Negotiation with Suppliers and Contractors	12	1	12.00
VAT Returns	1	2	2.00
Banking Arrangements	12	1	12.00
<b>PERSONNEL/HEALTH AND SAFETY</b>			
Health and Safety - Risk Assessments	12	2.5	30.00
Preparing Training Plan (LGE (Wales) Act 2021)	12	1.5	18.00
Maintaining Personnel Records and Actions	46	4.5	207.00
<b>FACILITIES ADMINISTRATION/EVENTS/BIODIVERSITY</b>			
Allotments - Tenancy Administration	12	0.25	3.00
Community Hall Bookings	12	2	24.00
Hall Maintenance	4	1.5	6.00
Liaison with Hall Users	12	0.5	6.00
Invoicing Hall Users	12	1	12.00
Oversight of 3 Pocket Parks (Including Village Green)	4	0.5	2.00
Organisation of and Attendance at Village Fete	1	25	25.00
Annual Civic Service	1	15	15.00
Christmas Fayre and Community Events	1	7	7.00
Civic Events involving the Chairman	1	4	4.00

### Working Hours Assessment

Christmas Decorations	1	2	2.00
Section 6 Biodiversity Duty (Environment Wales Act 2016)	1	2	2.00
<b>COUNCILLOR LIAISON</b>			
Liaison with Chairman and Vice Chairman	12	0.5	6.00
Liaison with Committee/Group Chairs	12	0.25	3.00
Dealing with Specific Councillor issues	12	1	12.00
<b>GENERAL ADMINISTRATION</b>			
Dealing with Crisis Issues/Special Issues incl Task and Finish Groups)	1	15	15.00
Occasional Surveys	1	7	7.00
Obtaining Legal Advice/Other Professional advice	3	1	3.00
Updating of Website	12	1	12.00
Preparation of Annual Report	1	3	3.00