

Pelton Parish Council

Statement to ensure the Parish Council manages its performance as a Corporate Body

Parish Council Staff and Management

The Council currently employs a total of four staff who are all part time as shown below.

The supervising of the administration of the Parish Council is carried out by a qualified Clerk who is appointed by the Council and who is also the Council's Responsible Financial Officer (RFO). The Parish Clerk must carry out all of the functions required by law as the Parish Council's Proper Officer and issue all statutory notifications and documentation.

The council employs an Administration and Allotment Officer and two litter pickers, one who works 8 hours per week and another who works 7 hours per week. They carry out their day to day duties as directed by the Parish Clerk.

Management Systems

The Parish Council operates under standing orders and financial regulations which are reviewed regularly. The Parish Council has policies for all staff members. Policies and procedures of the Parish Council are published on the Parish Council website.

The Parish Council uses the RBS Rialtas accounting software and the RFO produces monthly financial reports for review at each Parish Council Meeting.

Health and Safety, risk assessments and fire risk assessments are undertaken by the Clerk- advice regarding the legal requirements are from a variety of reliable sources.

The payroll and employment issues are undertaken mainly by the Parish Clerk who forwards the payroll requests to Mollarts Accountancy. Mollarts carry out the PAYE/NI/Pension calculations which are reported by the RFO to the Council each month.

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Reviewed on 16th April 2025 and reviewed regularly by the Clerk