

Administrator Roles & Responsibilities

Role	Description
Cemetery	Reservations – relevant paperwork, liaising with relatives Burials – relevant paperwork, liaising with relatives/funeral directors/gravedigger Memorials – relevant paperwork, liaising with relatives/stonemason/cemetery groundsman Cemetery working group – agenda/minutes/actions
Invoices	Checking and payment
Ordinary, AGM, APM Meetings	Preparation and distribution of agenda Distribution of minutes
Planning Meeting	Preparation and distribution of agenda and minutes. Minuting Meetings
Edwinstowe Village News	Collation of articles and adverts – chase up when necessary Liaison with Craig Proof read Organise delivery
Christmas Event	Complete all relevant applications to Police, District and County Councils Organise High Street Take stall bookings from organisations Liaise with entertainers/schools/St Johns etc
Remembrance Day Parade	Complete all relevant applications Liaise with RBL and Vicar re Order of Service
Filing	Weekly basis
Ordering	Negotiate best price
Fault reporting	As required
General Correspondence	Answer all general correspondence on behalf of the Parish Council
General Emails	Answer all general emails on behalf of the Parish Council
Allotments	Issue new tenancy agreements and take rents etc Any other relevant duties in relation to allotments
VAT	Prepare quarterly VAT return
Agency agreement	Send quarterly street sweeping invoice
Telephone Calls	First/main contact – deal with as appropriate
Visitors	First/main contact

