

## FARINGDON TOWN COUNCIL

<b>TOWN CLERK</b>
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### JOB DESCRIPTION

**Job Title:** TOWN CLERK

**Grade:** SCP 41 - 45

**Hours:** 37

**Responsible to:** Town Council

**Responsible for:** All Town Council Staff

**Direct reports:** Deputy Town Clerk, Facilities Manager, Projects Officer, Assistant Town Clerk, Town Clerk's Assistant

**Budget responsibilities:** Responsible Financial Officer

#### **Main Duties:**

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by the law of a local authority's Proper Officer. The Town Clerk will be responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.

The Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The post holder will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk is also the Responsible Financial Officer and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.

#### **Specific Duties:**

1. **To ensure that statutory and other provisions governing or affecting the running of the Council are observed.**
2. **To act as the official representative of the Council, as required by the Council**
  - 2.1 To receive correspondence and documents on behalf of the Council and to prepare correspondence on the instruction of, or known policy of, the Council

- 2.2 To act as Press Officer and maintain effective and helpful press and public relations and to prepare, in consultation with the Chair of Council relevant committee Chair, press releases about the activities of, or decisions of, the Council.
  - 2.3 To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses and local organisations.
  - 2.4 To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions.
  - 2.5 To be responsible for the organisation of Civic functions and events
- 3. To advise the Council on, and assist in the formulation of, overall policies, to produce information required to enable elected Members to make effective decisions and to implement these constructively.**
- 3.1 Analyse and interpret external information such as nationally-derived local government policy, local and national political, social and economic trends.
  - 3.2 To prepare and develop with the Town Council, policies, strategies and business objectives.
  - 3.3 To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
  - 3.4 To ensure within the policies laid down by the Council, a cost conscious, efficient and effective utilisation of all Council resources to ensure value for money.
- 4. To be responsible for all the financial records of the Council and the careful administration of its finances**
- 4.1 To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted.
  - 4.2 To prepare financial reports on all relevant matters, including the annual budget for the responsible Committee and/or Council.
  - 4.3 To manage the ordering and payments of goods and services received by the Council and any contracts as required by the Council's Financial Regulations.
  - 4.4 To prepare the annual report and accounts in accordance with the relevant Regulations for submission to the Council and external audit.

- 4.3 To maintain the Town Council payroll
- 5. To act as Clerk to the Town Meetings, Town Council, Finance Committee and other allocated committees and working parties.**
  - 5.1 To be responsible for preparing agendas, reports etc for meetings
  - 5.2 To attend meetings as required and produce minutes thereof
  - 5.3 To implement decisions of these Committees
- 6. To be responsible for all members of staff**
  - 6.1 Although the day-to-day supervision is undertaken by other managers, the Town Clerk will work closely with managers to ensure sound employment policies are maintained
- 7. To be responsible for overseeing and monitoring the contract to provide Family Services known as 'The Place'**
  - 7.1 To provide support and guidance to The Place fundraising board and act as treasurer
- 8. To ensure that the Council's obligations in respect of insurance are properly met.**
- 9. To ensure that all the Council's obligations for health and safety and risk assessment are properly met.**
- 10. To attend training courses associated with the work and role as required by the Town Council**
- 11. To undertake specific projects, as and when required**
- 12. To undertake such other duties as may be required from time to time commensurate with the level of the post and in particular, to provide cover for other office staff**

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions

- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable