

BELPER TOWN COUNCIL-Guidance Notes
Application for post of Assistant Town Clerk

BACKGROUND INFORMATION

The Council serves Belper and the neighbouring villages of Milford, Makeney, Farnah Green and Blackbrook (part).

There are 16 Councillors representing Belper's 22,000 people. The Council's precept for 2021/22 is £590,058.

The Council meets monthly except during August.

The Council also has 7 other Ordinary Committees – Finance, Governance and Staff Committee (3 meetings a year), Arts, Events and Heritage Committee (3 meetings a year), Facilities, Environment and Local Economy Committee (5 meetings a year), Youth Committee (3 meetings a year), Neighbourhood Plan working Group (meets when required), Planning Committee (11 meetings a year) and the Herbert Strutt Charity Committee (meets as and when required).

There are four part-time office-based staff: Town Clerk, Finance Officer (RFO), Assistant Clerk and Marketing, Economic Development and Tourism Co-ordinator,. There are three full-time members of outdoor staff and a part-time Cleaner.

The Council Offices are situated in St John's Chapel. This building, which is the oldest in Belper, dates from 1250 and also houses Belper's Heritage Centre.

Other assets under the control of the Council includes the Market Place, the Coppice Car Park, the Memorial Gardens, Strutt Street Public Toilets and the Gibfield Road Car Park.

The responsibilities of the Council include the maintenance of its properties, maintenance and planting out of various flower beds and floral displays throughout the Town, litter collecting, the provision of bus shelters, footpath lighting, hand rails, seating, waste bins and grit bins.

The Council works in partnership with Amber Valley Borough Council and Derbyshire County Council and voluntary groups such as Love Belper and Accessible Belper to improve facilities and the environment in Belper.

It also assists many voluntary bodies with grant funding including the North Mill Trust, Accessible Belper, Belper Street Angels, Fleets Arts, Derbyshire Unemployed Workers Centre, Citizens Advise Bureau, Belper Early Years, Derbyshire Children's Holiday Centre and Blend.

The Council organises and supports many entertainments and festivities including two fun fairs, two Food Festivals, the Christmas Light Switch on, the Christmas Eve Carol concert, the Larks in the Parks and the monthly Markets. It also provides the Christmas lights and trees in Belper and Milford.

Council representatives sit on many local bodies.

Belper is twinned with Pawtucket (Rhode Island) and is strengthening the ties between our two towns.

The Heritage Centre at St Johns Chapel is used for meetings by local groups and is also hired out for private bookings.

The Council is the Trustee of the Herbert Strutt Charity.

APPLICATION PROCESS

Applications for the post should be made by completing the Application form and attaching a CV. The applicant should address how they meet the Person specification in the suitability section of the Application Form.

Applications should be marked "Private and Confidential" and addressed to Emma Smith, Belper Town Council, St Johns Chapel, The Butts, Belper, DE56 1HX or alternatively emailed to the Town Clerk (please do not email and post your application) clerk@belpertowncouncil.gov.uk.