

## **BELPER TOWN COUNCIL**

### **JOB DESCRIPTION**

#### **TOWN CLERK**

##### **Overall responsibilities**

- 1 The Town Clerk is 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 law, of a local authority's Proper Officer. The Town Clerk is responsible for ensuring that the instructions and decisions of the Council are implemented.
- 2 The Town Clerk will advise the Council on, and assist in the formation of its policies, priorities and projects. The post-holder will produce all the necessary relevant information to assist the Council in reaching its decisions.
- 3 The Town Clerk is accountable to the Council for the effective management of all its resources and is responsible for the Council's budget. The Mayor and Deputy Mayor are formally designated as the Town Clerk's Line Managers.
- 4 The Town Clerk is responsible for supervising the work of the Council's other staff including investigation of disciplinary issues and staff appraisals.
- 5 The Town Clerk is responsible for ensuring that Council business is effectively and properly managed with Members and officers upholding a high standard of conduct and ensuring all decisions of the Council are taken in accordance with the law and the within Council's powers.
- 6 The Town Clerk will work with other statutory and voluntary groups/organisations to deliver high quality services to the Parish of Belper, to promote the Town and encourage tourism.
- 7 The Town Clerk is responsible for the security of personal information held by the Council and to comply with the Data Protection and Freedom of Information legislation.

##### **Specific Responsibilities**

- 1 To ensure that the legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To ensure the Council's insurance obligations are properly met.

- 3 To prepare agendas for meetings of the Council, its committees and working parties, and attend such meetings, give advice as appropriate and prepare the minutes thereof in a timely manner.
- 4 To receive all incoming mail, electronic mail, and telephone calls on behalf of the Council and respond and report to the Council as appropriate.
- 5 To study and prepare reports for the Council, its committees and working parties on matters affecting or likely to affect the policies or role of the Council.
- 6 To assume supervisory responsibility for all members of staff and contracted staff to ensure they are working effectively in the interests of the Council.
- 7 To undertake authorised projects to and monitor the implemented policies of the Council and the Neighbourhood Plan when made to ensure achieve the desired result.
- 8 To act as a representative of the Council as required.
- 9 To issue notices and prepare agendas and minutes for the Council's Annual Meeting and the Annual Parish Meeting and to implement the decisions made at these two meetings.
- 11 To manage the Council's facilities (including St Johns Chapel and car park, the Market Place, Coppice and Gibfield Lane Car Parks, Strutt Street Public Toilets and the Memorial Gardens).
- 12 To manage the Council's monthly Market in accordance with the Market Rules including organising the provision and location of stalls and power supply, monitoring applications from stallholders and supervising collection of rents.
- 13 To organise events on behalf of the Town Council including the Civic Service, Remembrance Day Parade and Service, Summer and Christmas Food Festival, Christmas Lights Switch On, Christmas Eve Carol service, Larks in the Park and others as may be required.
- 14 To coordinate the Town's involvement in regional and National awards including East Midlands in Bloom, Britain in Bloom and the Great British High Street.
- 15 To act as the chief officer of the Herbert Strutt Charity and to comply with all Charity Commission requirement including filing of the Annual Return.
- 16 To prepare press releases about the activities and decisions of the Council and ensure the Council's website is relevant and up to date.

- 17 To attend training courses, seminars, conferences etc. relevant to the functions of the post to ensure professional knowledge is maintained.
- 18 To ensure sufficient cover in place for any emergency call-outs relating to matters of site security.
- 19 To undertake all tasks in accordance with the Council's Equal Opportunities Policy, its Health and Safety Policy, other agreed policies and procedures, and appropriate legislation.
- 20 To carry out any other duties reasonable expected by the Council.
- 21 To act as the Council's Data Controller and ensure the Council complies with the Data Protection Act, GDPR and FOI and the Council's Information policies.
- 22 To prepare with the assistance of the Council's RFO the annual budget and precept request and monitor spend against the budget.

**Reviewed: January 2019**