

St Austell Town Council

Job Description: Town Clerk

Job Title: Town Clerk

Responsible to: The Town Council

Responsible for: All Council staff and resources

1. Main responsibilities*

The Town Clerk is:

- (i) the Proper Officer of the Town 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 such an Officer.
- (ii) required to provide an administrative service including the preparation of agendas, reports and minutes and attending Council meetings as appropriate
- (iii) responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.
- (iv) 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.
- (v) accountable to the Council for the effective management of all its resources and will report to them as and when required.
- (vi) the Responsible Financial Officer and responsible for all the financial records of the Council and the careful administration of its finances.
- (vii) expected to ensure that the correct protocol is followed in relation to all civic and ceremonial functions
- (viii) expected to ensure that the Mayor is provided with effective advice and administrative support and to assist at ceremonies and civic engagements where appropriate

2. Specific Responsibilities*

- (i) To ensure that statutory/other provisions governing or affecting the running of the Council are observed and to advise Councillors on meeting procedures/regulations
- (ii) To monitor and balance the Council's accounts and prepare final accounts for audit purposes and VAT
- (iii) To ensure that the Council's obligations for Risk Assessment and to insure are properly met
- (iv) To prepare, in consultation with appropriate members, agendas for meetings of the Council, committees and sub-committees and to attend such meetings and prepare minutes for approval (other than where duties have been delegated to another officer).
- (v) To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of or the known policy of the Council.
- (vi) To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- (vii) To study reports and other data on activities of the Council and matters bearing on those activities; where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- (viii) To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- (ix) To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff
- (x) To manage and safeguard all property owned, leased or used by the Council
- (xi) To act as Data Protection Manager and ensure compliance with the Freedom of Information Act
- (xii) To monitor the implemented policies and procedures of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications.
- (xiii) To act as a representative of the Council as required.

(xiv) To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council

(xv) To prepare, in consultation with appropriate Councillors, press releases about the activities of or decisions of the Council, and to liaise with the media and carry out public relations activity to enhance the profile of the Council and promote the interests of the Parish

(xvi) To be responsible as an officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.

(xvii) To attend training courses and conferences as required by the Council

(xviii) To obtain [and maintain?] the Certificate in Local Council administration

(xix) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council (membership of your professional body, the Society of Local Council Clerks, is suggested)

(xx) To carry out such other duties commensurate with the level of the post and job purpose as required by the Council from time to time

3. Special Responsibilities relating to St Austell Town Council

(i) To ensure the effective management of the Council's allotments

(ii) To help ensure that the Town Council plays a significant role in improving the social, economic and environmental well-being of the Parish of St Austell and, in doing so, to liaise effectively with key partners including Cornwall Council, other Local Councils, the Regional Development Agency, the local business community, the Police, the voluntary sector and other agencies

(iii) To help ensure that, in its work, the Town Council balances the needs of the town centre and those of the wider Parish.

(iv) To help ensure that the Town Council plays a key role in the St Austell Community Network, in order to benefit communities in the Parish of St Austell and the other Parishes in the Network