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Job Title	Deputy Town Clerk to North Tawton Town Council (NTTC)
Line Manager	Town Clerk to NTTC as the postholder's line manager.
Salary Grade	LC2 scp 18 - 23 – starting point dependent upon experience and qualifications
Hours of work	12 hours per week
Responsibility and accountability	
<ul style="list-style-type: none">• The duties and tasks as described within this document are not an exhaustive list; the postholder will also be required to undertake any other duties and tasks that are commensurate with the grade and level of responsibility of this post, either on a casual or on an ongoing basis.• The Deputy Town Clerk will be an officer of the Council and in the absence of the Town Clerk (Proper Officer), is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's proper officer.• The Deputy Town Clerk will ensure that the instructions of the Council in connection with its function as a local authority are carried out.• Whilst the Town Clerk has overall accountability for guiding, overseeing, allocating and co-ordinating the work of the deputy clerk, both roles are directly responsible to North Tawton Town Council, so that pre-determined deadlines dictated by the cycle of council meetings and annual business and financial requirements can be met.• The Deputy Town Clerk is expected to advise the Council on, and assist the Town Clerk in, the formation of Mandatory and overall policies to be followed in respect of the authority's activities and to assist in the production of all the information required for making effective decisions.• The person appointed will be accountable to the Town Clerk for the effective management of resources and the councils' assets and will report to the Town Clerk as and when required.• The Deputy Town Clerk will support the Responsible Financial Officer (RFO) and be responsible for financial records of the Council and the careful administration of its finances, as directed by the RFO.• The Deputy Town Clerk will be the person nominated as deputy RFO in the extended absence of the RFO• The postholder will be required to make decisions from an established range of alternatives and prioritises their workload to meet Council objectives.	
Job Purpose	
<ul style="list-style-type: none">• To manage and support administration in relation to the Council's services and activities and to support the Town Clerk to the Council in the execution of Council business to meet the Town Council's statutory requirements.• To assist in the preparation and issuing of agendas and supporting papers, attend evening meetings, minute taking, maintaining records• Supporting the Town Clerk with day-to-day management of the Council and ensuring that all legal requirements are complied with.	

- To deputise for the Town Clerk during their absence
- Support the Town Clerk in maintaining and monitoring all systems and records relating to the Council's management of assets, including buildings, public open spaces and Cemetery/Closed churchyard
- Notifying all Council members of planning applications requiring NTTC to respond as a statutory consultee, preparing an accompanying planning information form for each application, maintaining the register of all planning applications and council decisions and supporting the work of the Planning Committee and Neighbourhood Plan Monitoring Group
- Attend training courses or seminars on the work and role of the Clerk and Council as required
- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council

Day to day responsibilities

- Support the RFO in the monitoring and balancing of the Council's accounts, managing payments and receipts, bank reconciliation reports and prepare records for audit purposes and VAT as directed by the RFO
- Ensure that statutory and other provisions governing or affecting the running of the Council are observed
- To manage the provision of contractors in connection with the day-to-day activities of the Town Council and to ensure all tasks are performed professionally and in accordance with all relevant statutory obligations.
- To support all councillors to carry out their responsibilities, identifying and making provision for training, mentoring and greater understanding of their role and relevant legislation
- To gain a working knowledge of all aspects of the Town Clerk's role and be able to provide cover for holidays, sickness and unforeseen circumstances.
- To maintain manual and computer-based filing systems, which involves the creation and updating of files & the filing of all documentation.
- To assist the Town Clerk in the delivery of agreed communication including the updating of the website and the Council's social media presence where required.
- To assist in the formulation, planning and monitoring of policies and procedures.
- To deal with the requirements of Council and Committees including taking appropriate actions to implement plans & resolutions.
- To oversee any projects as delegated by the Town Clerk and/or Council.
- To assist the Town Clerk in the administration of Consultations and Planning Applications through the Council
- Support the Town Clerk in maintaining and monitoring all systems and records relating to the Council's management of assets
- Support the Town Clerk in the procurement of goods and services for the Council
- Identify funding sources to support the on-going work of the Town Council, including community development work, as appropriate and to prepare funding applications for submission
- Support the Town Clerk in receiving 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 support the Town Clerk to issue correspondence in accordance with Standing Orders and instructions or the known policy of the Council
- In the absence of the Clerk to supervise contractors and manage the day-to-day running of the Council offices
- In consultation with the Town Clerk, Chairperson and other Councillors as appropriate, prepare press releases, newsletters, posters and advertisements about the activities or decisions of the Council
- Undertake any other reasonable tasks as directed by the Town Clerk

Council Meetings

- To assist the Town Clerk in ensuring that agendas and reports are available for the meetings of the Council, its Committees and Working Groups, in accordance with all statutory requirements, and prepare minutes for approval.
- To assist the Town Clerk in preparation of Minutes and action lists arising from resolutions of the Council

Contacts and relationships

- **Internal** – Regular contact with Chair and Vice Chair of Council, Chairs of NTTC Committees, NTTC Councillors, Employees of NTTC, maintaining good relationships with councillors and staff and identifying areas where additional training and/or support would be beneficial.
- **External** – ensure a professional approach with members of the public, users of the cemetery, visitors, suppliers and contractors

Work environment

- **Work demands**
The postholder has a schedule of monthly tasks. Day to day work is subject to constant change reference deadlines, interruptions and competing demands; workload must be constantly re-prioritised.
- **Physical demands**
Office environment, with occasional outside activities and attendance at evening meetings
To arrange to carry out the marking of interment plots in the Cemetery
To arrange to carry out visible inspections of contractors work and inspections as required