



Seaford Town Council

TOWN CLERK

JOB DESCRIPTION

Responsible to: The Council

Responsible for: All Heads of Service and service teams

1. Overall Responsibilities

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 law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The 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 person appointed 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 responsible for implementing decisions of the Council, managing the Council's staff, finances, extensive services and other resources vested in it, and for entering into agreements, contracts and other arrangements on its behalf.

2. Areas of Day-to-Day Responsibility

Overall performance of the Council

Corporate Strategy

Corporate Governance

The View & Seaford Head Golf Course Management/Liaison

Leadership

Legal Matters

Seaford Town Neighbourhood Plan

Partnership Working

Proper Officer Duties

3. Specific Responsibilities

- 3.1 To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 3.2 To be overall accountable for the management, maintenance and development of the Council's extensive landholdings and property portfolio, including Seaford Head Golf Course, Sutton Drove Allotments, public open spaces, recreation grounds, amenity areas, seafront sites, and offices and to ensure that services are managed within budget and in accordance with agreed performance targets.
- 3.3 To be overall responsible for income from services, partnerships, external funding and sponsorships wherever possible in order to ease pressure on the Council's precept.
- 3.4 To oversee the monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT; managing the work of designated other officers.
- 3.5 To ensure that the Council's obligations for Risk Assessment are properly met.
- 3.6 To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and ensure draft minutes are prepared for approval, other than where duties have been delegated to another Officer.
- 3.7 To attend all appropriate meetings of the Council and appropriate meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
- 3.8 To oversee the process for dealing with correspondence and documents on behalf of the Council and to deal with the correspondence or documents appropriately in accordance with Council policies and procedures.
- 3.9 To manage and report on invoices for goods and services received by the Council to be paid for by the Council and to ensure such accounts are met. To ensure invoices are issued on behalf of the Council for goods and services provided by the Council and to ensure payment is received.
- 3.10 To study reports and other data on activities of the Council and on 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.
- 3.11 To act on proposals submitted by Councillors for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 3.12 To supervise relevant 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. To ensure annual appraisals of all staff are undertaken at the appropriate time.
- 3.13 To oversee the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 3.14 To act as the representative of the Council as required and directed.
- 3.15 To issue notices, prepare agendas and minutes for, and attend, the Annual Town Forum.
- 3.16 To oversee, in accordance with Council policy, the issue of press releases about the activities of, or decisions of, the Council.
- 3.17 To attend training courses or seminars on the work and role of the Clerk as required by the Council and as part of your continuous professional development.

- 3.18 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 3.19 To look to attend the Conference of the National Association of Local Councils East Sussex Association of Local Councils, and other relevant bodies and conferences, as a representative of the Council as required and directed.
- 3.20 To provide a written report detailing priorities, actions completed and actions outstanding to be included on the agenda at each Full Council meeting.
- 3.21 Any other duties as reasonably requested.

Reviewed: May-18