

**Town Clerk
Ms K Mann**

Tel No 01757 708449
E-Mail: k.mann@selbytowncouncil.co.uk

21 August 2018

Dear Councillor

Extraordinary Finance & Staffing Committee Meeting 23 August 2018

You are hereby summoned to attend the meeting of Finance & Staffing Committee which has been arranged for **Thursday 23 August 2018** at the **Town Hall, Selby, at 7.00pm.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press may attend the meeting.

Yours sincerely

Clerk to the Council

To: Cllrs Mrs E Lambert C Laskey, M Davis, K Arthur, G Harding, Ms G Lockley, F Matthews, Mrs W Nichols and S Shaw-Wright

A G E N D A

FS21 APOLOGIES FOR ABSENCE

FS22 DISCLOSURE OF INTEREST

FS23 PRIVATE SESSION

FS24 FUTURE MANAGEMENT ARRANGEMENTS



Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.co.uk

FS25 INTERIM ARRANGEMENTS

- a) Until the Existing Clerk leaves
- b) Until New Clerk in Post

FS26 RECRUITMENT PROCESS/SCHEDULE

FS27 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 3 September 2018	Land & Property Committee
Monday 24 September 2018	Council
Monday 15 October 2018	Finance & Staffing Committee
Monday 29 October 2018	Council
Monday 26 November 2018	Council
Monday 3 December 2018	Land & Property Committee

42 Townend Ave
Carlton
Goole
DN14 9NR

13 August 2018

Selby Town Council
Town Hall
York Street
Selby
YO8 4AJ

Chair of Selby Town Council

I am writing to tender my resignation as Town Clerk from Selby Town Council from today, 13 August 2018, giving 8 weeks notice in line with my contract of employment.

I have some holidays and TOIL to take before I leave and I will liaise with you with regard to my final leaving date.

Regards



Karen Mann

SELBY TOWN COUNCIL

TOWN CLERK – JOB DESCRIPTION

Purpose of post:

- To act as the Town Council's adviser in all matters and to ensure the efficient exercise of all decisions taken by the Council
- The Town Clerk is the designated responsible Financial Officer under Section 151 of the Local Government Act 1972 (details of the responsibilities are outlined within the job description), Head of the Paid Service and Proper Officer in all cases where such a designation is so required
- As Proper Officer the Clerk 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 Proper Officer
- The Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a local authority are carried out
- To provide the Council with the necessary information for making effective decisions and to implement constructively all decisions made
- To be responsible for the effective management of the Town Council's employees
- To be responsible for the effective management of all its buildings and resources
- To actively design and promote policies of the Council to respond to community need and expectation

Duties and Responsibilities

Policy

- 1 To contribute to the formulation, development, revision, monitoring and review of the Council's policies and objectives
- 2 To ensure Council policies are implemented and are achieving the desired results and where appropriate suggest amendments
- 3 Support initiatives of the Council through research and analysis
- 4 To draw up either personally by initiative or as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action

Personnel

- 1 Advertise for and appoint employees within an agreed establishment
- 2 Supervise other members of staff in line with Council practice
- 3 Ensure the proper remuneration of all the Council's employees whether full-time, part-time or temporary
- 4 Ensure the appropriate contractual documentation in line with current legislation is issued
- 5 Ensure the Council's personnel responsibilities are fulfilled
- 6 Ensure the efficient and effective performance of all the Council's employees
- 7 Ensure the proper safety of all Council employees whilst at work as prescribed in the Health and Safety at Work Act

Finance

- 1 Ensure the proper control of all the Council's dealings including necessary record (whether legally required or not)
- 2 The application of budgetary control of all the Council's expenditure and income

- 3 The preparation of budgets of expenditure and revenue for consideration by the Council
- 4 The investment and security of the Council's finance to the best reasonable advantage
- 5 The proper care and security of all cash and the moneys of the Council in collection and banking
- 6 Submission of all necessary records and documents to the Council's appointed Auditor and secure the Auditors final approval
- 7 The proper care, security and adequate insurance of all the Council's assets
- 8 To ensure the most advantageous purchasing terms for the Council

Administration

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
- 2 To prepare in consultation with appropriate members, agendas for all the meetings of the Council and its committees and to attend the meetings and prepare minutes for approval
- 3 Execute promptly all decisions and resolutions recorded in the Minutes
- 4 To receive and deal with all correspondence and documents on behalf of the Council and where necessary bring such items to the attention of the Council
- 5 To issue notices and prepare agenda for the Town meeting to attend and implement the decisions made
- 6 To prepare the agenda for the annual Grants meeting and ensure implementation of decisions made

Selby Community Trust

- 1 To act as Clerk and consultant to the Community Trust and ensure its charity obligations are fulfilled
- 2 To issue notices and prepare agenda for the Trust meetings (4 per annum) and attend and implement decisions made
- 3 Ensure the application of budgetary control of the Trust's income and expenditure
- 4 Ensure the submission of all necessary records and documents to the appointed Auditor of the Trust and the Charity Commission
- 5 To manage the Scott Road Community Centre, Bondgate Community Woodland, Community Pond, and associated premises and land.

General

- 1 To oversee the execution of work undertaken on the Council's behalf
- 2 Liaise with Selby District Council, North Yorkshire County Council, government departments and agencies as necessary
- 3 Liaise with local organisations as necessary
- 4 Attend Training courses on the work and role of the Clerk as required by the Council
- 5 Attend Conference of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies as required by the Council
- 6 Organise and attend Civic functions as directed by the Council and advise the Mayor on all matters of civic protocol
- 7 Undertake any duties which may from time to time be reasonably required.
- 8 To work towards maintaining the Town Council's Quality Council status.

SELBY TOWN COUNCIL

TOWN CLERK – PERSON SPECIFICATION

1. Previous knowledge and experience of local government legislation and administration. Holds the Cilca qualification or is willing to work towards it.
2. Ability to conceptualise and recognise opportunities for service provision by the Council
3. Ability to advise on policy issues and to contribute to objectives
4. Willingness to develop performance management and appraisal system for self and all staff
5. Knowledge and experience of IT systems available to provide effective and efficient administrative and financial management
6. Ability to advise elected Members on statutory and financial issues
7. Previous experience of management of staff and an understanding of equal opportunities issues and ability to manage a diverse and dispersed team of staff
8. Competence and experience of significant financial management together with an understanding of budget analysis and process
9. Ability to relate to and gain confidence of elected members, local community and outside organisations particularly around politically sensitive issues
10. Ability to prioritise work, set targets and work in a busy environment
11. Willingness to work flexibly and attend evening meetings and be available for occasional weekend commitments
12. Excellent oral, written, reporting and inter-personal skills
13. Knowledge of health and safety legislation and procedures for conducting risk assessments
14. Ability to deal sympathetically with colleagues, elected members and the public