



Detailed Job Description

Job Detail: Town Clerk

Accountable to: The Council as the body corporate.

Location: Nantwich Civic Hall, Market Street, Nantwich but at other Council sites as considered necessary.

Level and Purpose of the Post:

- To serve the Town Council and the local community at local, regional and national level ensuring that the Council operates in accordance with all legislation;
- To be accountable to the Council for the effective management of all its resources and report to them as and when required.

Main Duties and Responsibilities:

1. To act as the Council's Proper Officer; to serve and issue all notifications required by law of the Proper Officer; to advise the Council of its powers and duties and promote its aims and objectives.
2. To be the Head of Paid Service with responsibility for the supervision and control of all staff.
3. To be proactive in the formulation, development, revision, monitoring and review of the Council's policies and objectives.
4. To give impartial informed advice to the Council, its Committees and individual Councillors.
5. To organise and attend Civic functions as directed by the Council and advise the Town Mayor on all matters of civic protocol.
6. To prepare agendas, take minutes; arrange notification of all meetings of the Council and its committees and working groups and to arrange the distribution of agendas, minutes and other documents to Councillors, press and other interested bodies.
7. To provide staff with strategic leadership, context and direction to ensure a corporate approach to engagement with the Council's culture, focus and objectives.

8. To be responsible to the Council for the staffing and delivery of services and for ensuring that facilities held by the Council are safe, clean and operated within budget.
9. To promote and facilitate the involvement of the Council in such matters as the Cheshire East Local Plan, Cheshire East Governance Review, the Neighbourhood Plan, Nantwich Partnership schemes and other such initiatives as the Council may require and, for these purposes, to be familiar with the town, its development and any changes to the locality.
10. To ensure that: -
 - All public notices and minutes are displayed as appropriate on the web site and noticeboards.
 - Daily correspondence, telephone calls, email enquiries and personal visits of the public, are dealt with expeditiously.
 - The Mayor's diary is maintained and monitored.
 - Press and other media are briefed, and questions are answered promptly.
 - Statutory returns are completed and submitted in the required timescale.
11. To make arrangements for and publicise the Mayor's Town Service, the Mayor's charity events. Remembrance Day, the Airman's Grave service and such other events as may reasonably be expected, and to attend such events where possible.
12. To establish and maintain effective networks and working arrangements and liaise at a senior level with Cheshire East Borough Council, neighbouring Town and Parish Councils, appropriate government departments, Town Clerks of larger town Councils, Cheshire Association of Local Councils and other similar bodies.
13. To act as an ambassador for the Council and work with other service providers and community groups to identify and report back on ideas from the community where the Council could offer support or work in partnership to deliver new ideas and initiatives which will improve the lives of the Nantwich community.
14. To work with Nantwich in Bloom, Nantwich Civic Society, Nantwich Partnership and Cheshire East Council and other bodies to maintain an attractive and vibrant town including promotion of events and street entertainment.
15. To administer the Council's Community grant scheme and regularly review and monitor its workings and effects.
16. To apply, should the Council decide, for the Local Council Award scheme and to obtain and maintain the appropriate qualifications as required to secure and retain the award.

17. To ensure that the Council's web site is kept up to date and oversee media contact including press releases and social media output.

18. To act as the Council's Responsible Financial Officer, with responsibility for overall financial matters, including making arrangements for ensuring that: -
 - The Capital account is maintained, and funds are managed and invested.
 - Accounts and financial statements are prepared and reported to Committee and Council.
 - All financial matters are conducted in accordance with the Councils' adopted Financial Rules and Regulations
 - A draft annual budget is prepared in a timely and comprehensive manner.
 - All monies received by the Council are banked as soon as possible after receipt.
 - All monies due to the Council are billed and promptly collected.
 - Cash flow, investment and bank transfers are properly managed.
 - All necessary requirements regarding payments are met in law and practice, whether by cheque, BACS or direct debit.
 - Prompt payment of income tax and national insurance is made by the Council's payroll provider
 - VAT returns are submitted promptly, and VAT inspections dealt with.
 - Invoices prior to submission for payment are verified and approved.
 - Accounts and records for audit by the Internal Auditor, the External Auditor and for public viewing, including the Annual Governance and Accountability Return (AGAR) are provided as necessary.
 - Publicity is given to the Council's annual accounts as required by the Accounts and Audit Regulations.
 - All materials requested to enable a satisfactory internal audit to take place are produced and made available to the internal auditor.

- The Council adopts correct and up to date financial systems and accounting conventions and requirements are fully complied with.
 - Insurance risks and claims are managed expeditiously.
 - The Council is provided with an annual report to enable it to review and approve a Financial Risk Assessment.
 - Council deeds and documents are kept safely.
 - The Council is provided with an annual report to enable it to review its asset register.
 - The Financial Rules and Regulations are reviewed as necessary.
19. To ensure accurate records of allotment holders are maintained and that the allotments are managed in accordance with the Council's rules and regulations
20. To arrange (and sometimes undertake) cleaning, general repairs, maintenance of grounds and hiring of Brookfield Hall together with access for users, including being a Key Holder for the premises and readily being available in event of urgency or emergency.
21. To carry out such other duties and responsibilities as may be reasonably required.

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