



Lydney Town Council
Town Clerk
(Proper Officer and Responsible Financial Officer)
Job Description

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 functions 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 Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

Within the role as Town Clerk/Proper Officer:

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed, including standing orders and financial regulations
- To ensure that the Council's obligations for Risk Assessment are properly met and that the Council is fully insured on advice from the Council's insurance company.
- To prepare, in consultation with appropriate Members, agendas for meetings of the Council and Committees and attend such meetings to provide advice, counsel and information to elected members.
- To attend all full meetings of the Council and agreed meetings of its committees and subcommittees.
- To implement the decisions made by the Council
- To issue notices and prepare agendas and minutes for the annual Town Meeting: to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council
- 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 instructions of, or the known policy of the Council.
- To act as the representative of the Council as required, including attending conferences, seminars and events

- To prepare, in consultation with the Mayor and Deputy Mayor, press releases about the activities of, or decisions of, the Council.
- To prepare, in consultation with the Council, the Council's newsletter and arrange for its distribution
- To attend training courses or seminars on the work and role of the Town Clerk as required by the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- To act as Trust Secretary and manage the affairs of Lydney Recreation Trust and Bathurst Park Trust.
- To assist in the management of or oversee the management of all of the Council's services including: Shows & Events, Parks & Cemeteries, Facilities Management, Services agreed under contract, Websites and Social Media accounts relating to the activities of the Council
- To act as Data Protection Manager and to ensure compliance with the Freedom of Information Act and GDPR, including the proper maintenance of the Council's publication scheme.
- Such other duties and responsibilities as the Council may reasonably decide from time to time.

Within the role as Responsible Financial Officer:

- To monitor and balance the Council's accounts and bank accounts, and prepare records for audit purposes and VAT
- To prepare regular financial reports for the Council, covering budget monitoring, fund balances, receipts and payments, payroll summary, and other relevant matters
- To receive, check for accuracy and prepare for payment all invoices for goods and services. Where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received
- To maintain the asset register of the Council.
- To manage, monitor and review the Council's internal control procedures.

Within the role as Line Manager for Council Employees:

- To supervise other members of staff as their line manager in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and work of all staff