

Job Description – Town Clerk

TOWN CLERK

- The post of Town Clerk is primarily office based, working from the Council Office in Watchet Visitor Centre.
- The Town Clerk is the “Proper Officer” of the Council and as such is under a statutory duty to carry out all functions, and in particular to serve or issue all the notifications, required by law, of a local authority’s Proper Officer.
- The Town Clerk will be responsible for ensuring that the lawful orders and instructions of the Council are carried out and shall take all reasonable steps to protect and promote the interests of the Council.
- The Clerk will advise the Council on, and assist in, the formation of, policies to be followed in respect of the Council’s activities – in particular, to produce information, required for making effective decisions and then to implement all the decisions of Council.
- The Clerk 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 carry out the wishes of all members, as far as they relate to matters of Council and are lawful.
- To ensure that the legal, statutory and other provisions governing or affecting the Council are observed.
- To remain up to date with local government legislation and to report to Council as necessary on the impact of any such changes.
- To be familiar with the Standing Orders of Watchet Town Council and advise Councillors of their contents and legal standing.
- To receive requests, convene, prepare agendas and attend as required all meetings of the Full Council. To record and take minutes of these meetings and to prepare those minutes for approval.
- To distribute to members (along with the press and relevant local authorities where appropriate) copies of all minutes, agendas, correspondence, and other materials for their consideration.
- To issue correspondence as a result of instructions of, or the known policy of, the Council in a timely manner.
- To record any interest disclosed by Members in accordance with Standing Orders.
- To monitor the implemented policies of the Council, to ensure they are achieving the desired result, and where appropriate suggest modifications.
- To be computer literate.
- To attend all meetings of the Council and all meetings of its committees. Working group attendance only if required
- To ensure that the Council’s obligations to insure are properly met with an insurance provider in liaison with the RFO, for approval by the Council.
- To ensure that the Council’s obligations to manage risk are properly met.
- In line with staff council policy, to supervise all members of staff and to undertake if necessary activities in connection with the management of conditions of employment and work of those staff.

- To attend all such meetings, conferences, and training courses for the proper discharge of the duties of the clerkship as the Council shall reasonably require.
- Make all reasonable steps to complete the Certificate in Local Council Administration (CiLCA) if not already obtained within a 12-month period.
- Manage external relations with the press/ media and other parties in co-operation with the Chairman, or as instructed by the Council, and, in addition, to make statements of facts in accordance with the Councils office procedure policy.
- The Town Clerk is employed by Watchet Town Council and is answerable in the first instance to the Chairman of the Council, or the Vice-Chairman in the Chairman's absence.