



INGLEBY BARWICK TOWN COUCIL

TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER/COMMUNITY HUB MANAGER

JOB DESCRIPTION

Post Title: Town Clerk/Responsible Financial Officer/Community Hub Manager to Ingleby Barwick Town Council

Location: The Rings Community Hub, Ingleby Barwick, Stockton-On-Tees, TS17 5LL

Reporting to: Ingleby Barwick Town Council

Grade/Salary: NJC Scale LC3 SCP 33-41 (dependent on experience)

Hours of Work: 37 Hours per week Monday to Friday

Special Factors: There will be a requirement to attend the monthly Town Council and its Committee evening meetings and to attend occasional events outside of normal working hours but within contractual hours.

Job Purpose: The Town Clerk's role is to ensure that The Council meets its obligations for lawful operation and sound governance. In addition, the postholder will be expected to deliver high quality, value for money services which meet the needs, expectations and aspirations of the residents and visitors of Ingleby Barwick, in line with the direction given by the elected Members.

General: The job is essentially self-supervising within the workload which is planned and arranged to coincide with the dates and cycles of meetings. The post holder will attend training courses and acquire and maintain the necessary professional knowledge for the efficient execution of the role, keeping up to date with new legislation, procedures and techniques.

The ability to work flexible hours to meet the needs of the Council is important

DUTIES AND RESPONSIBILITIES:

Key Tasks

- Responsibility for the efficient and effective management of The Council and The Rings Community Hub in the short, medium and longer terms
- Ensuring all operations of The Council are timely and procedurally correct and comply with National Regulations

- Supervising other Town Council staff, managing the conditions of their employment, employee appraisal scheme and conducting effective training to ensure The Council's performance management systems are adhered to.
- Lead on all Civic and Ceremonial functions and events of The Council; ensuring the necessary risk assessments are completed and appropriate health and safety measures are enacted.
- Managing the Town Council's assets, maintaining the Register of Assets and ensuring open spaces or buildings owned (*namely The Rings Community Hub*) or leased by The Council are properly administered and maintained in good condition
- Monitor national organisations such as the SLCC and NALC, as well as Central Government for potential changes to, or introduction of, legislation or any other factor which may impact or have consequences to the short, medium or long-term viability of The Council. Attend training courses/seminars where applicable in order to acquire and maintain the necessary professional knowledge for the efficient management of the affairs of The Council.
- Acting as the representative or spokesperson of the Council as directed.
- Manage and monitor the Town Councils Website and Facebook page.

Governance

- Ensure that all statutory obligations of The Council are met in a timely and efficient manner, including issuing notice of, preparing agendas and relevant documents for all meetings of The Town Council and its committees, the Annual Town Council meeting and the Annual Meeting of the Town; attending such meetings (as required) and preparing minutes for approval.
- Manage, and monitor [as appropriate] relationships with contractors, Stockton Borough Council, community groups, news/media and other external organisations and ensure appropriate information about The Council is provided through the Council website and complies with National Legislation and Town Council policies. Media releases relating to the activities and decisions of The Council, must be prepared in consultation with the Chairman or other appropriate Member of The Council
- Maintaining The Council's Freedom of Information Publication Scheme and responding to Freedom of Information requests in accordance with The Council's Policy
- Acting as The Council's Data Manager, establishing and maintaining effective paper and electronic filing systems to record the business of The Council in an accessible and recoverable format and in accordance with Data Protection regulations.

Finance

- As the Responsible Finance Officer, ensure that Standing Orders, Financial Regulations and other policies and procedures, as approved by Town Council, are monitored, and adhered to.
- Preparing draft budgets and supporting documentation for discussion by The Council and submitting the Precept demand to the Borough Council
- Managing the annual budget for The Council and preparing financial statements as required. To manage the cash flow, investments, and bank transfers of all accounts.
- Monitoring and balancing The Council's accounts and ensuring the correct financial records are kept for audit, VAT, Tax, National Insurance purposes and the Annual Return; liaising with internal and external auditors as necessary through use of a Cash Book.
- Receiving and reporting on invoices for goods and services to be paid for by The Council and ensuring such accounts are settled within due timescales.
- Issuing invoices on behalf of The Council for goods and services provided and ensuring that payment against those invoices is received.
- Seeking sources of funding for new activities identified by The Council, over and above those for which it has a statutory obligation, ensuring any such funds obtained are utilised solely for the activity for which they were obtained and complying with any requirements of the funder(s).
- Co-ordinate the receipt and administration of applications associated with the Town Councils Grants and Donations Policy including Sponsorship requests.
- Liaise with those with outsourced responsibility for the management of the payroll and HR services.

The Rings Community Hub

- Room Bookings, Customer Enquires and Finance – respond to all enquiries regarding the booking of the Hub. Create and maintain an electronic diary for the booking of rooms. Arrange and manage viewings and inductions for new users and provide them with Health and Safety information and access codes. Ensure the completion of room hire agreements and declaration of acceptance of conditions of use. Invoice hirers and monitor payments taking appropriate action for non-payment. Provide financial reports to meetings of the Town Council.
- Social Media – Manage and monitor the Facebook page and organise regular media marketing campaigns to raise awareness and increase building usage
- Health and Safety and Facilities Management – Undertake regular and routine Building Risk Assessments, arrange Fire risk assessments, carryout fire alarm call point testing, arrange 6 monthly fire drills. Establish and maintain annual contracts in respect of:-
 - Fire Alarm and Fire Extinguishers
 - Emergency Lighting

- Legionella Risk Assessment
- Electrical Installation
- PAT testing Intruder Alarm
- Roller Shutters
- Sanitary and Trade Waste Removal
- Passenger Lift

Health and Safety

- The post holder will take reasonable care for the health and safety of themselves and of others who may be affected by their activities and where appropriate safeguard the health and safety of all persons under their control and guidance in accordance with the provisions of Health and Safety legislation.
- The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Town Council or provided or issued by a third party for individual or collective use in the performance of their duties.
- The post holder will report any Health & Safety concerns as soon as practicable.

Policies and Compliance

- Production and presentation of Council policies for review by Councillors.
- Production of risk assessment reports
- Review and implement actions to ensure Health & Safety compliance.

OTHER DUTIES

This job description indicates the broad areas of activity of the post and is not a definitive list of duties and responsibilities. From time-to-time other duties may be required but these will be commensurate with the general areas of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with the post holder, be incorporated into the job description in specific terms and a revised job description will be formally issued to the post holder.