



MINEHEAD TOWN COUNCIL

TOWN CLERK/RESPONSIBLE FINANCE OFFICER



Welcome from The Mayor

Thank you for your interest in the role of Town Clerk and Responsible Finance Officer at Minehead Town Council.

This is an exciting opportunity to become part of an established but growing Town Council in an attractive town on the Somerset Coast.

We pride ourselves on being a very local council with the community at the heart of what we do. We are continually striving to improve the services we offer. The Council also has an ambition to do more. In the future we hope this will include taking back more services from Somerset County Council and Somerset West and Taunton when the new unitary Council for Somerset is formed.

If you have the enthusiasm, vision and commitment to take the Council forward, manage a budget of £800,000 and a workforce of 13 we would like to hear from you.

On the jobs page of our website you will find all the relevant information associated with this exciting role.

The role is diverse, and no day is the same. If this sounds appealing, then we look forward to receiving your application.

Councillor Paul Bolton
Mayor of Minehead

Town Clerk/Responsible Finance Officer Recruitment

An Introduction

Minehead

A popular tourist destination, just 45 minutes from the county town of Taunton, Minehead is the third largest town in the Somerset West and Taunton Council district. A vibrant and beautiful seaside town, bounded to the west by Exmoor National Park, and to the north by the Bristol Channel, the town boasts a long, flat sandy beach, a historic harbour and a bustling tree lined Avenue and Parade hosting a variety of independent shops, cafes, restaurants, pubs and national chains all complemented by a town-centre Friday Farmers' Market. A wonderful farm shop and three supermarkets sit in close proximity to each other, on the edge of town. The West Somerset Steam Railway, England's longest heritage line, adds to the town's vibrancy. Minehead's enviable position puts it at the starting point of some of the country's best walking trails: England's longest waymarked footpath, the South West coast path; a recently completed section of the England Coast Path, from Minehead to Brean Down and the Coleridge Way passes nearby. Of course, in such a naturally beautiful location, there are plenty of other local walking trails to enjoy. As well as the usual fetes, markets, jumble sales and plant fairs, community spirit really comes to life in early May, when hundreds of residents follow the rhythmic beat of the drummers, who accompany swirling, dancing Hobbyhorses, through the town's streets. On summer weekends residents and visitors relax in Blenheim Gardens to enjoy the popular free bands and concerts, funded by Minehead Town Council; September brings all the excitement of a family-orientated funfair; late November sees Minehead Town Council and community organisations come together for the town's Christmas Festival.



Town Clerk/Responsible Finance Officer

This is an exciting opportunity to become part of an established but growing Town Council in an attractive town on the Somerset Coast. The successful candidate will help to lead the Council towards its aspiration of working with our principal authority on the emerging devolution agenda.

The new Town Clerk will serve a town with a population of circa 12,000, working alongside 16 enthusiastic Councillors all with the support of a team of 13 dedicated staff members.

You will be responsible, as our Chief Officer, for managing a budget of £800,000 and delivering the Council's priorities.

You will have experience as a Town Clerk or Deputy Town Clerk or other senior manager in a local council or similar organisation in the public sector and, ideally, already be CiLCA qualified.

You will need to be highly organised, confident, creative, unflappable, approachable, focused, quick-thinking, community-minded, a people manager, adapt well to change and be a good communicator at all levels.

You will need to be able to provide strong leadership and build a wide range of positive working relationships with Councillors, staff and partner organisations across the public, private and voluntary sectors.

You are thorough and focused in all aspects of your work, keeping on top of legal obligations and legislative changes.

You are at home with financial accounting and analysis.

Your written communication is good whether drawing-up reports, policies, strategies, action plans, business cases, press releases or social media posts.

In return you will be offered a generous salary (starting at £45,859 per annum), a pension package, salary qualification increments, good holiday entitlement, flexible working and more.

The Application Process

A paper Application Pack can be obtained from the Town Clerk, Minehead Town Council, Council Offices, 3 Summerland Road, Minehead, Somerset TA24 5BP

Email: clerk@mineheadtowncouncil.co.uk – Telephone: 01643 707213

This Application Pack, an Application Form, Job Description, Person Specification and Organisational Chart can be downloaded at

<https://www.mineheadtowncouncil.co.uk/current-vacancies.html>

Please complete the Application Form in full as shortlisting will be based on the information provided on the form. Please do not send CVs.

Applications should be returned via email marked "Private and Confidential" to clerk@mineheadtowncouncil.co.uk

or

By post in an envelope marked "Private and Confidential" to Ms Sam Rawle, Interim Town Clerk, Minehead Town Council, Council Offices, 3 Summerland Road, Minehead, Somerset TA24 5BP

For more information and an informal discussion, contact (in office hours only please) Sam Rawle, Interim Town Clerk clerk@mineheadtowncouncil.co.uk telephone 07442 370 312.

The closing date for applications is 1 November 2021

Interviews are planned for 12 November 2021

A start date will be dependent upon the notice period of our successful candidate.

Minehead Town Council is committed to Equality of Opportunity and welcomes applications from all sections of the community

JOB DESCRIPTION

TOWN CLERK

Job Title:	Town Clerk and Responsible Finance Officer
Salary:	LC3/LC4 SCP 42-47) depending on skills, experience and qualifications
Hours:	37 hrs per week, with regular evening work
Location:	Council Offices, 3 Summerland Road, Minehead

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 to serve or issue all the notifications required by law of a local authority's Proper Officer. The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Town 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 to produce all the information required for making effective decisions and to implement constructively all decisions made. The postholder will be accountable to the Council for the effective management of all its resources and will report to them as required.

The Town Clerk is also the Responsible Finance Officer (S151) and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.

Staff Management

Reporting to the Clerk are 13 members of staff.

See organisational structure chart for details.

Committees

Responsible for the following Meetings and Committees:

- Town Council – meets 12 times a year, with occasional extraordinary Meetings
- Finance & Staffing – meets 12 times a year
- Amenities & Environment – meets 12 times a year
- Planning Committee – meets 12 times a year

In addition to the above there are advisory working groups dealing with areas such as Allotments, Cemeteries, Risk Management, Hopcott Common, Flooding, Public Conveniences, Partnerships, Community Building and Staffing.

Amenities and Assets

The main amenities and services provided by the council are:

- The operation of a Community Building/Hall
- The operation of 5 public convenience sites
- Provision of 5 play areas, tennis courts, Multi-Use Games Area (MUGA), outdoor gym & playing fields
- Provision of 6 Allotment sites
- Cemetery & closed burial ground
- Maintenance of War Memorial
- Hopcott Common (approximately 52 hectares of natural heathland)
- Dog & Litter Bin Management
- Various public benches, notice boards
- Town floral displays and hanging baskets

Specific Responsibilities

- 1 To provide leadership as the Council's Chief Officer in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 As Responsible Finance Officer be responsible for maintenance of financial records and preparation of annual budget, finalising end of year accounts, arrangements for internal and external audits, payment of salaries, wages and accounts, collection of income due to the Council, investment of Council funds and budgetary control. To prepare financial reports for the Council and its Committees.
- 3 To ensure that the Council's obligations for Risk Assessment are properly met and to act as the Council's Health and Safety Officer.
- 4 To maintain the asset register of the Council.

- 5 To ensure that the Council's insurance obligations are met.
- 6 To be responsible for the overall supervision and management of all MTC staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure staff appraisals are carried out and contracts and job descriptions are updated as required.
- 7 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.
- 8 Preparation and circulation of all Agendas, Reports and Minutes for all Council Meetings and acting on all decisions of the Council.
- 9 To brief the Town Mayor and/or Committee Chairman prior to Meetings.
- 10 To attend all Meetings of the Council, its Committees and provide advice on procedure.
- 11 To advise the Town Council about requirements of new legislation and ensure compliance with approved Standing Orders and Financial Regulations.
- 12 To act as Data Protection Manager and to ensure compliance with the Freedom of Information Act, including proper maintenance of the Council's publication scheme.
- 13 To draw-up both on his/her own initiative and as a result of suggestions by Councillors' proposals for consideration by the Council and to advise on the practicability and potential effects of specific courses of action. Undertake research and take advice to achieve best possible outcomes.
- 14 To prepare and develop with the Town Council, policies, strategies, and business objectives.
- 15 To monitor and review the implemented policies of the Council.
- 16 To act as the representative of the Council as required; to organise and manage civic events.

- 17 To prepare press releases and organise media coverage for the Council.
- 18 To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
- 19 To liaise and develop relationships with external bodies, including other local authorities, partners, residents, businesses and local community and voluntary organisations.
- 20 To attend Meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions.
- 21 To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 22 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Other Duties

To undertake additional duties as required, commensurate with the level of the role.

The job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the main functions of the post. It should not be regarded as exclusive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Town Clerk/Responsible Finance Officer

Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Educational Qualifications	Evidence of a commitment to continuing professional development.	<p>Completion of, or working towards, the Certificate in Local Council Administration.</p> <p>Appropriate management, administration, or professional qualification.</p> <p>Accountancy qualifications.</p>
Team Management and Leadership	<p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively, as well as the ability to organise and manage resources effectively.</p>	<p>Previous experience as a Town Clerk or Deputy Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</p> <p>Knowledge of current employment legislation.</p> <p>Knowledge and experience of Health and Safety and risk assessment requirements for business, the public and staff.</p> <p>Evidence of good negotiating skills.</p>
Communication skills	<p>A high level of written, reporting, and presentational skills; excellent interpersonal skills; understanding of marketing and publicity, and of pro-active communication with local press and other media. Including online and through social media.</p> <p>Provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis.</p>	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Financial Management	Proven experience of financial management including budget-setting and budget monitoring.	Experience of the RIALTAS accounting system and setting annual budgets and precepts.
Experience and knowledge of Local Government	A good understanding of Local Government's structure, functions, responsibilities, and Procedures. Demonstrable understanding of the legal requirements affecting local authorities.	Previous experience of working with and advising local authority Committees and elected members (or equivalent).
Policy Development and Strategic Management	Experience of developing and implementing strategies, policies and procedures.	Evidence of giving advice on policy issues, or recommending strategy on difficult issues.
Information & Communications Technology	Experience of using computerised systems and a working knowledge of Microsoft Office.	Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting.
Work-Related Personal Qualities	Ability to prioritise and work on own initiative and complete tasks without supervision. Approachable and responsive with staff and members of the public. Ability to build effective working relationships with Council members, staff and a range of stakeholders. Confidence to deal with challenging situations. Practical with common sense approach to problem solving. Trustworthy with confidential information. Receptive to change and new ideas. Methodical and thorough approach.	Good negotiating and influencing skills. Ability to manage change.

KEY CRITERIA	ESSENTIAL	DESIRABLE
Operational	<p>Able to attend evening Meetings and weekend civic related events.</p> <p>Ability to move around the locality in order to attend Meetings and engage with residents and stakeholders</p>	

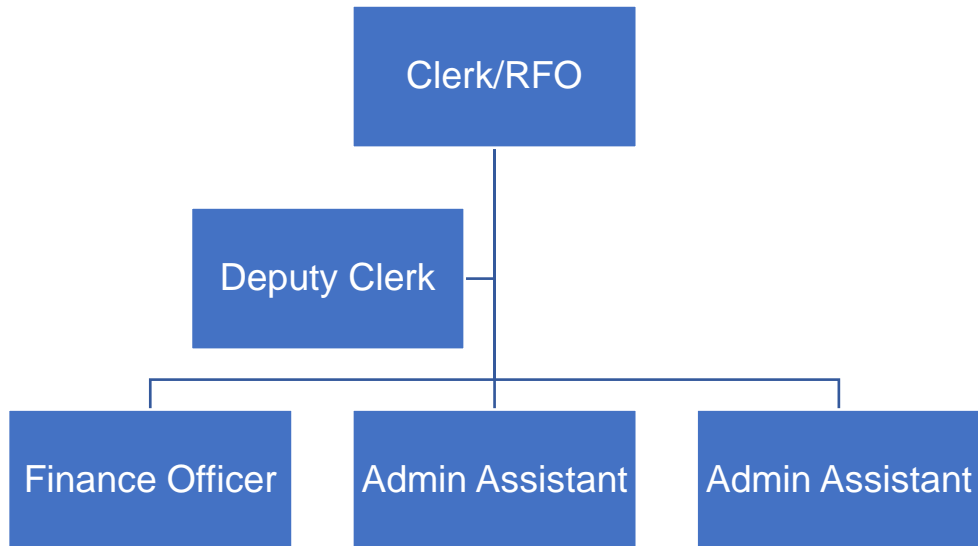
(1) The Council will make it a condition of employment that if the appointee does not hold the Certificate in Local Government Administration, that study on the course commences within twelve months of appointment.

This is considered critical as the Town Council wishes to gain the 'General Power of Competence' for which a qualified Clerk is required.

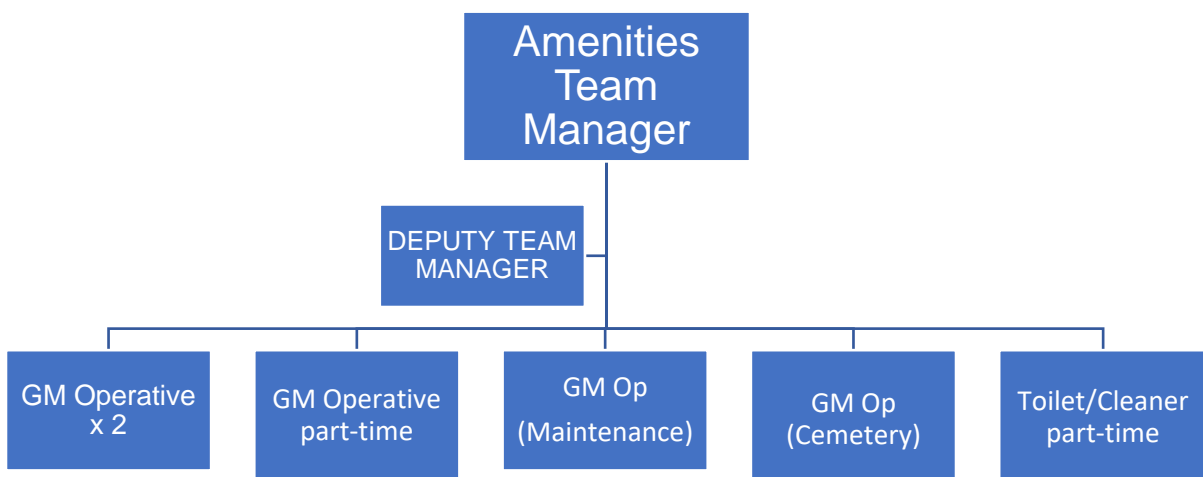
MINEHEAD TOWN COUNCIL

ORGANISATIONAL STRUCTURE CHART

OFFICE STAFF



AMENITIES TEAM



Somerset Local Government Re-organisation

Somerset is embarking on local government re-organisation. In July 2021 the Government announced that the County and 4 District Councils will be replaced with one Unitary Council in April 2023. From May 2022 Unitary Council elections will take place and the shadow authority established.

Minehead Town Council is already in discussions with Somerset West and Taunton District Council to explore opportunities for the devolution of some assets.

There will be opportunities to work collectively to transfer assets prior to the shadow unitary *being established*.

Local Community Networks

LCNs will be a key vehicle for joint working between the unitary and parishes/towns. LCNS will comprise groups of parishes, the relevant unitary Councillors and others drawn from the private, public and third sectors. Every part of Somerset will be covered by a LCN and they will allow the parish and town councils to have a stronger collective voice into the new Council. They will be tasked “to promote active community decision-making, scrutiny, ensure local influence over council and wider public service activity, and to inspire more responsibility for local place-shaping.”

Expected Timetable

Now until May 2022	Plans for merging the councils, setting in place new structures, preparing for the election in May
May 2022	Unitary Council elections and shadow unitary authority established
April 2023	Unitary Council established – vesting day

One Somerset Business Plan

[One-Somerset-Business-Case-Final-Submission-2.pdf \(newsomersetcouncil.org.uk\)](#)