

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk
and
Responsible Financial Officer

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

8th December 2025

Dear Councillor,

Meeting of the Personnel Committee

A Meeting of the Personnel Committee will be held in the Assembly Rooms, Church Approach, New Romney on **Wednesday 17th December 2025** commencing at **10.00am**. The favour of your attendance is requested.

Yours sincerely,

C. Newcombe

Mrs. Catherine Newcombe - Town Clerk and Responsible Financial Officer
Email: town.clerk@newromney-tc.gov.uk

The afore-mentioned meeting will commence at 10.00am.

Members of Public are welcome to join this meeting. However, a number of matters discussed by the Personnel Committee are likely to be discussed in private and confidential session due to their sensitive nature and relevance to individual members of staff. Members of Public and Press and Council Members who are not Members of the Personnel Committee will be required to leave the meeting at that time.

PLEASE NOTE: New Romney Assembly Rooms and New Romney Town Hall have restricted access for people with limited mobility; please enquire for details.

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

1. Who can participate in this New Romney Town Council meeting?

All Members of the Public may attend this meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk

THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission to the Council.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

PERSONNEL COMMITTEE MEETING
WEDNESDAY 17th DECEMBER 2025 AT 10.00AM

AGENDA

1. **APOLOGIES:**
To receive the apologies of councillors unable to attend and approve reasons for absence.
2. **DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
3. **DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda for this meeting.
4. **MINUTES (Encs*):**
To approve the minutes of the **Personnel Committee Budget Meeting** held on **26th November 2025** (Attached hereto*).
5. **CLERK'S REPORT (Encs*):**
To receive and note the Clerk's Report* on Personnel Matters, if available.
6. **FINANCIAL MATTERS:**
Personnel Budget Comparison Report 2025-26
To receive and note the updated Personnel Budget Comparison Report for 2024-25, if available.
 - Not available on this occasion due to close proximity to the recent budget-setting meeting.
7. **STAFF JOB DESCRIPTIONS (Encs*):**
(i) To review all existing Job Descriptions and update if appropriate.
(ii) To approve and adopt Job Description for the role of Admin Clerk.
8. **EXCLUSION OF PUBLIC AND PRESS:**
To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is*

advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw' due to the fact that the following agenda items may relate to matters of a sensitive nature regarding individual Town Council Staff and / or Members.

9. STAFF MATTERS (Encs*):

(i) Councillor/Staff Protocols

To receive and note the Clerk's confidential report, if relevant and / or available, and take any such action as may be deemed necessary thereon.

(ii) Staff Appraisal Process

To receive and note the output report following the 2024 staff appraisal process and take any such action thereon as may be considered appropriate. (Confidential report to follow*)

(iii) Planning Clerk Appointment

To review current temporary employment status and consider permanent offer of employment (Confidential report to follow*)

(iv) Mayor's Secretary Appointment

To review current temporary employment status and consider permanent offer of employment (Confidential report to follow*)

(v) If appropriate, to authorise the Clerk to undertake all necessary actions to facilitate the afore-mentioned permanent appointments.

9. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if applicable.

Mrs. Catherine Newcombe - Town Clerk and Responsible Financial Officer

Copied to Personnel Committee Members: Councillors: P Thomas, J Rivers, P Coe, P Peacock and K Terry

MINUTES

Of

**A Meeting of New Romney Town Council's Personnel Committee
Held in the Assembly Rooms, New Romney
on Tuesday 26th November 2025
Commencing at 10.01am**

PRESENT: Councillors J Rivers, P Thomas, P Coe, P Peacock and K Terry

In the Chair: Councillor P Thomas

In Attendance: Town Clerk - Mrs C Newcombe
Finance Clerk - Mrs C T Morris

370/2025-26 **APOLOGIES FOR ABSENCE**

None.

371/2025-26 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensation to Participate had been processed by the Town Clerk.

372/2025-26 **DECLARATIONS OF INTEREST**

@ 10.01AM All Councillors present declared a Disclosable Pecuniary Interest (DPI) regarding consideration of the Council's Personnel Budget requirement for 2026-27 leading to the setting of the 2026-27 Precept, advising that they have been granted Dispensation to Participate and Vote in respect of such matters.

373/2025-26 **MINUTES**

(i) Having duly considered the minutes of the Personnel Committee meeting held on 24th September 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Personnel Committee meeting held on 24th September 2025 be signed as a true and correct record.

Councillor Terry abstained from voting as she had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were subsequently signed by the Chairman.

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(ii) Having duly considered the minutes of the Personnel Committee meeting held on 8th October 2025, copies of which had been previously circulated to Members of the Personnel Committee, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Personnel Committee meeting held on 8th October 2025 be signed as a true and correct record.

Councillor Terry abstained from voting as she had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were subsequently signed by the Chairman.

374/2025-26 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

375/2025-26 **FINANCIAL MATTERS**

(i) The Personnel Budget Comparison Report 2025-26 was duly received and noted.

(ii) Having duly considered the draft Personnel budget requirement for 2026-27 and having taken into account, in particular, the necessity to make formal budgetary provision for caretaker salaries currently being funded from a Reserve Fund as well as the need to budget adequately to meet a requirement for additional staff provision in the form of a part-time admin clerk to offset heavy and increasing clerical workload across the clerical team, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that the Personnel budget requirement for 2026-27 in the total amount of £302,504.00, to be presented to the Finance & General Purposes Committee for consideration, be hereby confirmed.

376/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

The Clerk advised that there were no confidential matters for consideration on this occasion and it was not, therefore, necessary to consider exclusion of public and press.

NB: There were no members of public or press present at the meeting.

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377/2025-26 **STAFF MATTERS**

Councillor / Staff Protocols

There was nothing of report on this occasion.

378/2025-26 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.48AM.**

NB: All documents referred to herein are available for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

AGENDA ITEM 5

CLERK'S PERSONNEL REPORT

- 1) Formal notice of resignation has been received from the Planning Clerk and accepted by the Town Clerk. As a result, consideration will be given, at this meeting, to the potential offer of a permanent appointment of the temporary staff member currently covering this position.
- 2) The temporary contract relating to the position of Mayor's Secretary / Clerical Assistant is nearing the end of its term. Consideration will, therefore, be given, at this meeting, to the potential offer of a permanent position.
- 3) The Maude Community Centre is now staffed by two part-time caretakers. This arrangement appears to be working well at the present time.
- 4) A replacement Town Sergeant has now been formally appointed, with the signed contract effective from 5th January 2026.

Town Clerk
8th December 2025

STAFF JOB DESCRIPTIONS

NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: TOWN CLERK

RESPONSIBLE TO: NEW ROMNEY TOWN COUNCIL

PRIMARY FUNCTIONS

The Town Clerk is the Head of Paid Service and shall manage the administration and day to day function of the Town Council; including staff, premises, property, equipment, projects, procurement, policies and procedures.

The appointed Town Clerk shall be CILCA qualified or shall work towards the aforementioned qualification following appointment.

KEY TASKS

1. The Town Clerk shall, in the capacity of Line Manager to all other Council staff, be responsible for managing all staff, including core working hours cover, holiday arrangements, sickness procedures, routine appraisal procedures and all employment-related matters, in accordance with statutory employment requirements.
2. The Town Clerk shall be responsible for dealing with / delegation of all correspondence – incoming and outgoing – acknowledgements, replies, follow-up actions and communication with Chairmen of the Council and its Committees regarding correspondence relevant to their respective Committees.
3. The Town Clerk shall be responsible for dealing with / delegation of the preparation of agendas and reports for meetings, meeting notifications, preparation of minutes and distribution thereof, registering the attendance of Councillors at meetings, filing of minutes and implementation of actions arising where appropriate.

4. The Town Clerk will attend meetings of Full Council and the Council's Personnel Committee and Health & Wellbeing Committee and will be responsible for preparing agendas and reports and for recording of the minutes of those meetings, whilst supporting the Chairman in maintaining the professional management of the meetings. The Town Clerk will also be responsible for the attendance of an administrative officer at all other Committee meetings. In the occasional absence of the relevant Committee Clerk, the Town Clerk will attend meetings of the Finance & General Purposes Committee and/or the Planning & Environment Committee.
5. The Town Clerk shall act as Clerk for the annual budget-setting meeting of the Finance & General Purposes Committee, shall participate in the budget preparation process together with the RFO, and shall prepare the annual Precept report for Full Council.
6. The Town Clerk shall have overall responsibility for the authorisation of expenditure in accordance with the Town Council's approved budget and shall monitor the work of a designated other officer appointed to the role of RFO (Responsible Financial Officer) in the course of balancing the Council accounts and preparing records for audit.
7. The Town Clerk shall be responsible for ensuring that statutory and other provisions governing or affecting the running of the Town Council are observed.
8. The Town Clerk shall act as representative of the Council as and when required.
9. The Town Clerk shall liaise or otherwise delegate liaison with other institutions or bodies as required by the Council.
10. The Town Clerk shall liaise or otherwise delegate liaison with the public as is necessary
11. The Town Clerk shall be responsible for arranging staff and councillor training as appropriate to support the needs of the Council subject to the limitations of the annual councillor training budget and funds available within the Recruitment and Training Reserve Fund and shall continue to update the professional knowledge required for the professional and efficient management of the business of the Council by attending relevant training courses and / or conferences.
12. The Town Clerk shall be responsible for dealing with / delegation of all matters concerning Council business, including such matters as are required by law and shall have overall authority for the issue of press releases and other public notices about the activities of the Council.

13. The Town Clerk shall project manage larger Town Council projects jointly with the Responsible Financial Officer, except whereby it is deemed appropriate by the Council to appoint a professional project manager.
14. The Town Clerk shall be responsible for development, reviewing and updating of Town Council Policies, Standing Orders and Financial Regulations for approval by the Council.
15. The Town Clerk shall be responsible for Data Protection and Freedom of Information administration and shall act as the authorised qualified person for the release of information to the public, taking into account the Freedom of Information Act 2000, as amended and the Data Protection Act 2018 (GDPR).
16. The Town Clerk shall be responsible for the development, reviewing, updating and implementation of Town Council Risk Assessments.
17. The Town Clerk shall liaise routinely with the Chairman of the Council in regard to the day to day business of the Council and shall be responsible for delegation of civic administrative and event planning tasks, including preparation of Mayoral correspondence / communications and all administrative procedures necessary to assist the Mayor in carrying out his/her civic duties and preparing and implementing Mayoral and/or Civic functions.
18. The Town Clerk shall carry out any other relevant work or investigations as may be required by or on behalf of the Council.
19. The Town Clerk shall attend Civic functions as and when required, having been given reasonable notice, bearing in mind the nature of his/her duties.
20. The Town Clerk shall ensure adequate cover during staff holiday periods or possible sick leave.
21. The Town Clerk will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

ROLE DESCRIPTION

JOB TITLE: DEPUTY TOWN CLERK

RESPONSIBLE TO: NEW ROMNEY TOWN COUNCIL

PRIMARY FUNCTIONS

The Deputy Town Clerk shall deputise for the Town Clerk as required.

The appointed Deputy Town Clerk shall be ILCA qualified or shall work towards the afore-mentioned qualification following appointment.

KEY TASKS

1. The Deputy Town Clerk shall, in the capacity of Deputy Line Manager to all other Council staff, be responsible for managing all staff, including holiday arrangements, sickness procedures, routine appraisal procedures and all employment-related matters, in accordance with statutory employment requirements, in the absence of the Town Clerk.
2. The Deputy Town Clerk shall be responsible for dealing with / delegation of all correspondence – incoming and outgoing – acknowledgements, replies, follow-up actions and communication with Chairmen of the Council and its Committees regarding correspondence relevant to their respective Committees in the absence of the Town Clerk.
3. The Deputy Town Clerk shall be responsible for dealing with / delegation of the preparation of agendas for meetings, meeting notifications, preparation of minutes and distribution thereof, registering the attendance of Councillors at meetings, filing of minutes and implementation of actions arising where appropriate in the absence of the Town Clerk.
4. The Deputy Town Clerk will attend meetings of Full Council and the Council's Personnel Committee and Health & Wellbeing Committee in the absence of the Town Clerk and will be responsible for recording of the minutes of those meetings, whilst supporting the Chairman in maintaining the professional management of the meetings. In the absence of the Town

Clerk, the Deputy Town Clerk will also be responsible for ensuring the attendance of an administrative officer at all other Committee meetings. The Deputy Town Clerk will assist in covering the occasional absence of a relevant Committee Clerk when necessary.

5. The Deputy Town Clerk shall, in the absence of the Town Clerk, act as Clerk for the annual budget-setting meeting of the Finance & General Purposes Committee or otherwise delegate a Committee Clerk to do so and, if necessary, in consultation with the RFO, shall prepare the annual Precept report for Full Council.
6. The Deputy Town Clerk shall liaise or otherwise delegate liaison with other institutions or bodies as required by the Council in the absence of the Town Clerk.
7. The Deputy Town Clerk shall liaise or otherwise delegate liaison with the public as is necessary in the absence of the Town Clerk.
8. In such instance as the Town Clerk is absent for an extended period, the Deputy Town Clerk shall be responsible for arranging staff and councillor training as appropriate to support the needs of the Council subject to the limitations of the annual councillor training budget and funds available within the Recruitment and Training Reserve Fund.
9. The Deputy Town Clerk shall be responsible for dealing with / delegation of all matters concerning Council business, including such matters as are required by law in the absence of the Town Clerk.
10. In the absence of the Town Clerk, the Deputy Town Clerk shall project manage larger Town Council projects jointly with the Responsible Financial Officer, except whereby it is deemed appropriate by the Council to appoint a professional project manager.
11. In such instance as the Town Clerk is absent for an extended period, the Deputy Town Clerk shall be responsible for development, reviewing and updating of Town Council Policies, Standing Orders and Financial Regulations.
12. In such instance as the Town Clerk is absent for an extended period, the Deputy Town Clerk shall be responsible for Data Protection and Freedom of Information administration and shall act as the authorised qualified person for the release of information to the public, taking into account the Freedom of Information Act 2000, as amended and the Data Protection Act 2018 (GDPR).
13. In such instance as the Town Clerk is absent for an extended period, the Deputy Town Clerk shall be responsible for the development, reviewing, updating and implementation of Town Council Risk Assessments.

14. The Deputy Town Clerk shall liaise routinely with the Chairman of the Council in regard to the day to day business of the Council in the absence of the Town Clerk and shall be responsible for delegation of civic administrative and event planning tasks, including preparation of Mayoral correspondence / communications and all administrative procedures necessary to assist the Mayor in carrying out his/her civic duties and preparing and implementing Mayoral and/or Civic functions at such times.
15. The Deputy Town Clerk shall carry out any other relevant work or investigations as may be required by or on behalf of the Council.
16. The Deputy Town Clerk shall attend Civic functions as and when required, having been given reasonable notice, bearing in mind the nature of his/her duties.
17. The Deputy Town Clerk shall ensure adequate cover during staff holiday periods or possible sick leave.
18. The Deputy Town Clerk will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: RESPONSIBLE FINANCIAL OFFICER
(Accounts and Audit Regulations 2003)

RESPONSIBLE TO: TOWN CLERK

PRIMARY FUNCTIONS

The Appointed Responsible Financial Officer (Accounts and Audit Regulations 2003) will be responsible for the day to day management of the Town Council's finances and for ensuring that all adopted Council accounting and financial procedures and protocols are correctly followed.

The appointed Responsible Financial Officer shall be qualified to at least AAT Level 4 or equivalent or shall work towards the afore-mentioned qualification following appointment.

KEY TASKS

1. Day to day management, administration and updating of the Council's computerised accounting records system.
2. Preparation of monthly finance reports for the Council and its Committees, including budget comparison reports and payments, receipts and bank reconciliation reports in accordance with the Accounts and Audit Regulations and proper practices.
3. Managing the annual budget setting process linked to annual Precept requirement, including preparation of budget estimates and attendance at all annual budget meetings of the Council and its Committees in liaison with the Town Clerk.
4. Submitting approved annual Precept requirement to the District Council.
5. Reconciling petty cash.

6. Administering staff salaries and pension scheme, including PAYE, tax, NI and pension payments.
7. Submitting VAT returns promptly and dealing with any VAT inspections in a proper and timely manner.
8. Preparing end of year accounts for internal and external audit in accordance with legislation, including preparation of any explanatory notes for any variations.
9. Monitoring compliance with the Council's Financial Regulations and assisting the Council in ensuring economy, efficiency and effectiveness through proper purchasing and procurement practices.
10. Management of the Council's Rolling Maintenance Plan.
11. Management of the Town Council's asset register, including routine reviews and updates and development of accompanying photographic register.
12. Reviewing insurance requirements and seeking renewal quotations, in liaison with the Town Clerk, process any claims as necessary and report as appropriate to the Council and / or relevant committee.
13. Project Manage larger Town Council projects jointly with the Town Clerk, except whereby it is deemed appropriate by the Council to appoint a professional project manager.
14. Keeping up to date with current local authority finance legislation through attendance at relevant local authority-specific conferences and/or training.
15. To carry out any other relevant work or investigations as may be decided by the Town Clerk as Line Manager to the RFO in accordance with Council policy, procedure and/or resolution.
16. Attendance at Civic functions as and when required, having been given reasonable notice, bearing in mind the nature of his/her duties.
17. To cover for other members of staff during holiday periods or possible sick leave, as required.
18. The RFO will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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Additional Responsibilities (Outside of the scope of the post of RFO):

- 1) In the absence of the Town Clerk, to undertake the role of appointed Deputy Town Clerk, covering all responsibilities that would otherwise be the responsibility of the Town Clerk. (See Job Description for Town Clerk)

NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: FINANCE CLERK

RESPONSIBLE TO: TOWN CLERK

PRIMARY FUNCTIONS

To assist the Town Clerk with the administration and function of the Town Council. In particular, supporting the RFO with administration of day to day Council financial and insurance matters.

KEY TASKS

1. Administering the issuing of outgoing invoices and raising payment for incoming invoices.
2. Administering the raising of Work Orders / Purchase Orders for goods and services.
3. Dealing with the seeking of quotations for [non-amenity] goods and services.
4. Monitoring stock levels and ordering of stationery and consumables.
5. Administration of all payments received, including routine banking of cash and cheques.
6. Assisting RFO with electronic payments administration and processes
7. Administering petty cash.
8. Routinely submitting all required utilities and photocopier meter readings.
9. To prepare daily post, monitor and purchase stamps.

10. Administration of non-amenity tenancy and user agreements, including annual and non-annual renewals (eg Pavement User Agreements / 365 Day Tenancy/User Agreements).
11. Supporting the RFO with Insurance Valuation administration, including arranging regular valuation reviews of properties and artefacts.
12. Administration of annual PAT testing and fire safety equipment testing.
13. Administration of Annual / Non-Annual Rolling Maintenance Programme, in liaison with RFO.
14. Administration of Council regalia insurance protocols, including weekly status checks and checks of removal/returns pro-forma.
15. Act as Clerk to the Finance and General Purposes Committee, attending meetings of the Committee and being responsible for the preparation of the meeting agenda and reports, recording of the meeting minutes and supporting the Committee Chairman in maintaining the professional management of the meeting in accordance with Council protocol and undertaking all actions as may be resolved by the Committee or recommended by the Committee and subsequently ratified by Full Council.
16. Keeping up to date with current best practice for local authority finance through attendance at relevant local authority-specific conferences and/or training.
17. To carry out any other relevant work or investigations as may be decided by the Town Clerk as Line Manager to the Finance Clerk in accordance with Council policy, procedure and/or resolution.
- ~~18. To undertake the indexing of Town Council Minutes and preparation for binding.~~
19. To cover for other members of staff during holiday periods or possible sick leave, as required.
20. To manage monthly Councillor finance checks.
21. Attendance at Civic functions as and when required, having been given reasonable notice, bearing in mind the nature of his/her duties.
22. The Finance Clerk will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: FACILITIES & COMMUNICATIONS CLERK

RESPONSIBLE TO: NEW ROMNEY TOWN COUNCIL

PRIMARY FUNCTIONS

To assist the Town Clerk with the administration of the Town Council. In particular, to oversee amenity matters, including but not limited to management of Hut & Winch Sites, Allotment Site, Open Spaces - including St. Martin's Field, which is administered by the Trustees – and Public Halls.

To assist the Town Clerk with Public Relations and Communications matters. In particular, to oversee management of the Town Council's website and Facebook page as well as all forms of publicity – including the issuing of press releases and publicising of Public, Civic events of the Town Council.

To undertake general clerical duties including, on occasion, attendance at meetings of the Town Council associated with the business of the Council.

To act as Clerk to St Martin's Field Charity.

KEY TASKS

1. In the capacity of Clerk to St Martin's Field Charity, to attend and be responsible for the administration of St Martin's Field Charity meetings, including but not limited to the preparation of agendas, reports and supporting documents and recording of the minutes of the meetings, whilst supporting the Chairman in maintaining the professional management of meetings in accordance with protocols of the Charity and to undertake any actions as may be resolved by the Charity.
2. To liaise with Outside Bodies and other third parties regarding matters related to St. Martin's Field.

3. To assist with the day to day administration and function of the Town Council as and when required, including but not limited to answering the telephone, dealing with reception duties, filing, photocopying, shredding and collating and other general clerical duties as required.
4. To assist in liaising with the public, Outside Bodies and other third parties as and when required, including by telephone and email and dealing with face to face enquiries at the Town Hall front desk and including annual notification of appointed Town Council Representatives on Outside Bodies.
5. ~~To administer the letting of public halls from initial booking enquiry through to confirmed booking, including preparation of weekly caretaker schedules regarding Public Halls bookings.~~
To administer annual buildings checks and inspections, including: Fire Safety Checks, PAT testing, fire alarm and boiler checks, electrical and roof/rainwater goods inspections and any other annual checks as may be required for insurance and / or health and safety purposes.
6. To administer the routine letting of public open spaces, including St Martin's Field from initial hiring enquiry through to confirmed hire.
7. To administer the letting of Hut & Winch sites, including the keeping of records for Hut & Winch site hirers, annual tenancy renewals, routine site inspections and queries relating thereto.
8. To administer the letting of Allotment Garden sites, including the keeping of records for Allotment Garden tenants, annual tenancy renewals, routine site inspections and dealing with queries relating thereto.
9. Dealing with seeking of amenity-related quotations.
10. Administration of weekly and annual play and exercise safety inspections, including liaison with Parish Caretaker team, booking annual inspections and seeking quotations for repair/replacement of equipment as required.
11. Administration of memorial and commemorative bench installations from initial public enquiry or Town Council resolution through to completion of installation.
12. To actively market Town Council facilities and publicise Town Council Public, Civic events eg through posters, advertising in a range of media and direct marketing (letters to potentially interested parties) and to assist with drafting of public interest press releases and news items, as directed by the Town Clerk.
13. To act as Town Council Website Administrator to keep the website up to date, including uploading agendas and minutes and all other required

documents and relevant local information, in consultation with the Town Clerk.

14. To act as Town Council Social Media Administrator and publish regular posts on the Town Council's social media page, in consultation with the Town Clerk.
15. If required, to attend occasional Committee meetings and be responsible for the preparation of agendas and reports and recording of the minutes of the meetings, whilst supporting the Chairman in maintaining the professional management of the meeting in accordance with Council protocol and to undertake any actions as may be resolved by the Committee or recommended by the Committee and subsequently ratified by Full Council.
16. The Facilities & Communications Clerk shall carry out any other relevant work or investigations as may be decided by his/her Line Manager in accordance with Town Council policy, procedure or resolution.
17. To cover for staff absences during holiday periods or possible sick leave, as required.
18. To attend Civic functions as and when required, having been given reasonable notice of same, bearing in mind the nature of his/her duties.
19. The Facilities & Communications Clerk will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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~~Additional Responsibilities (outside of the scope of the post of Facilities & Communications Clerk):~~

- ~~1. To liaise regularly with the Town Mayor regarding civic correspondence and Civic events, respond appropriately to civic queries and correspondence received, prepare out-going civic invitations and other out-going communications on behalf of the Town Council and to keep the Mayor's Civic Diary updated.~~

NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: PLANNING CLERK

RESPONSIBLE TO: NEW ROMNEY TOWN COUNCIL

PRIMARY FUNCTIONS

To assist the Town Clerk and/or Deputy Town Clerk with the administration of the Town Council. In particular, to oversee Planning matters, including but not limited to planning and licensing applications, highways and parking matters, environmental and sea defence matters, conservation matters and Tree Preservation Orders.

To undertake general clerical duties including, on occasion, attendance at meetings of the Town Council associated with the business of the Council.

To act as primary interface with Folkestone & Hythe District Council Planning Team.

KEY TASKS

1. To attend and be responsible for the administration of Planning & Environment Committee meetings, including but not limited to the preparation of agendas, reports and supporting documents and recording of the minutes of the meetings, whilst supporting the Chairman in maintaining the professional management of meetings in accordance with Council protocol.
2. To undertake any actions as may be resolved by the relevant Committee or recommended and subsequently ratified by Full Council, including but not limited to the routine submission of planning comments to the District Council Planning Department.
3. To issue Town Council Comments in respect of local planning applications to the District Council in a timely manner.

4. To assist in the preparation of all planning / licensing applications required to be submitted on behalf of the Town Council – including applications for tree works within a conservation area and listed building consents - and to submit such planning applications on behalf of the Council.
5. To undertake all administration relating to enforcement matters of concern within the Parish.
4. To assist with the day to day administration and function of the Town Council as and when required, including but not limited to answering the telephone, dealing with reception duties, filing, photocopying, shredding and collating and other general clerical duties as required.
5. To assist in liaising with the public as and when required, including by telephone and email and dealing with face to face enquiries at the Town Hall front desk.
6. To deal with all administration relating to the Town Council Highways Improvement Plan, including regular review and update as required by the Planning & Environment Committee.
7. To deal with all administration relating to the Town Council's New Romney Community Emergency Plan, including annual updating of all associated personal information in accordance with Town Council Data Protection protocols.
8. To deal with the reporting of general parish issues raised by the Council and / or members of the public or other third parties to the relevant authorities (eg damaged drain covers, street signs, faulty street lighting etc.).
9. To deal with all administration, including acquiring consents and licences relating to the annual Town Festive Lighting display.
10. To prepare District Council Event Applications (FHDC EventAPP Portal) in respect of any NRTC event, as required, including uploading of all required information (risk assessments, insurance documents, event plans etc)
11. To deal with the submission of police crime reports as and when required.
12. To attend Civic functions as and when required, having been given reasonable notice of same.
13. To cover for staff absences during holiday periods or possible sick leave, as required.

14. The Planning Clerk shall carry out any other relevant work or investigations as may be decided by his/her Line Manager in accordance with Town Council policy, procedure or resolution.
15. The Planning Clerk will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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Additional Responsibilities (Outside of the scope of the Planning Clerk Post):

- ~~1) To deal with all in-coming Mayoral invitations and other Mayoral correspondence and organise/publicise and administer Mayoral charity events.~~
- 2) To assist the Town Clerk in the planning and organisation of Public, Civic and Mayoral Events. *In particular, ...*
- ~~3) To organise Mayoral charity events as directed by the Town Clerk from initial planning stage, through arranging and booking all requirements, liaising with service providers (caterers, performers etc), dealing with relevant licensing matters (eg PRS Licence / TENS licence), and preparing and administering invitations.~~
- 4) To act as IT Support Officer for Councillors and Staff and as assistant Website / Social Media Administrator to keep the website up to date, including uploading agendas and minutes and all other required documents and relevant information, in consultation with the Town Clerk and / or Deputy Town Clerk and publishing posts in the Town Council's Social Media page, in consultation with the Town Clerk and / or Deputy Town Clerk, in the absence of the appointed Website and Social Media Administrator.

NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: PARISH CARETAKER

RESPONSIBLE TO: THE TOWN CLERK

PRIMARY FUNCTION

The Parish Caretaker shall act as Team Leader in relation to the Council's Caretaking Team and act to resolve queries from other members of the Team.

The Parish Caretaker shall be responsible for the general maintenance and cleanliness of Town Council land and buildings and for reporting any maintenance and / or health and safety issues to the Town Clerk.

The Parish Caretaker shall liaise with the Assistant Caretaker to organise daily maintenance and caretaking tasks.

KEY TASKS

1. Liaising with the Town Clerk re maintenance, cleansing and / or health and safety matters.
2. Carrying out of minor maintenance and repair works to buildings, as required, to include, but not limited to, items such as:
 - Internal painting and decorating
 - repairs to and maintenance of doors, windows, floors and fencing / gates
 - repairs to and maintenance of furniture, fixtures and fittings
 - checking and maintaining low-level rainwater goods (clearance of drainage gullies etc)

3. Carrying out of minor maintenance and repair works of lands, as required, to include, but not limited to, items such as:
 - Minor repairs to fencing, gates, posts, rails, street furniture and play equipment / safety surfacing
 - Minor grounds maintenance to reduce risk of trips and falls, such as filling of small holes, levelling equipment surface edging etc
 - Removal of graffiti
4. Collecting of litter from all outdoor areas, including removal of dog / cat / wild animal faeces and depositing in waste bins for collection by Folkestone & Hythe District Council.
5. General gardening, to include but not limited to:
 - Weeding, pruning, hoeing and grass-mowing at Town Hall garden
 - Weeding and hoeing of flowerbeds at Flagstaff Land (Princess Diana Memorial Gardens)
 - Weeding, pruning and hoeing at Assembly Rooms rear garden
 - Watering of Town Hall window boxes
 - Minor weeding / pruning at other Town Council locations as and when required
 - Weeding, mowing, pruning at Garden of Remembrance
 - Mowing and strimming at Church Lane Allotment Gardens
6. Carrying out of Keyholder / Caretaking Duties at New Romney Assembly Rooms, or other premises for hire, as required.
7. Hoisting and lowering of relevant flags / standards as and when required at Town Hall and Flagstaff Land.
9. Cleansing of Town Hall and Assembly Rooms and outdoor play, exercise and leisure equipment.
10. Carrying out monthly / **weekly** health and safety inspections at Town Hall and Assembly Rooms and weekly play equipment inspections, reporting any required action.
11. Seeking quotations / costing for replacement or additional tools / spare parts / H&S equipment / cleansing products.
12. The Parish Caretaker shall cover for other members of Caretaking staff during holiday periods or possible sick leave, as required.
13. To carry out any other relevant work or investigations as may be decided by the Town Clerk as his/her Line Manager in accordance with Council policy.
14. The Parish Caretaker will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or matters which are confidential and execute these duties in accordance with Data Protection Act and other relevant legislation.

NB: All duties to be carried out in accordance with the Town Council's adopted Health & Safety Policy Statement and using appropriate Personal Protection Equipment, as required.

ADDITIONAL RESPONSIBILITIES

15. The Parish Caretaker shall assist at Civic Events as and when required and having been given due notice, bearing in mind the nature of his/her duties.

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NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: ASSISTANT CARETAKER

RESPONSIBLE TO: THE TOWN CLERK

PRIMARY FUNCTION

The Assistant Caretaker shall be responsible for assisting the Parish Caretaker with the general maintenance and cleanliness of Town Council land and buildings.

KEY TASKS

1. Working alongside and / or under the instruction of the Parish Caretaker re maintenance and cleansing matters.
2. Assisting with minor maintenance and repair works to buildings, as required, to include, but not limited to, items such as:
 - Internal painting and decorating
 - repairs to and maintenance of doors, windows, floors and fencing / gates
 - repairs to and maintenance of furniture, fixtures and fittings
 - checking and maintaining low-level rainwater goods (clearance of drainage gullies etc)
3. Assisting with minor maintenance and repair works of lands, as required, to include, but not limited to, items such as:
 - Minor repairs to fencing, gates, posts, rails, street furniture and play equipment / safety surfacing
 - Minor grounds maintenance to reduce risk of trips and falls, such as filling of small holes, levelling equipment surface edging etc

- Removal of graffiti
4. Assisting with collection of litter from all outdoor areas, including removal of dog / cat / wild animal faeces and depositing in waste bins for collection by Folkestone & Hythe District Council.
 5. Assisting with general gardening, to include but not limited to:
 - Weeding, pruning, hoeing, strimming and grass-mowing at Town Hall garden and Church Lane Allotments
 - Weeding and hoeing of flowerbeds at Flagstaff Land (Princess Diana Memorial Gardens)
 - Weeding, pruning, hoeing, mowing and strimming at Assembly Rooms rear garden
 - Watering of Town Hall window boxes
 - Minor weeding / pruning at other Town Council locations as and when required
 - Weeding, mowing, pruning, strimming at Garden of Remembrance
 - Mowing and strimming at Church Lane Allotment Gardens
 6. Assisting with Keyholder / Caretaking Duties at New Romney Assembly Rooms, as required.
 7. Assisting with the hoisting and lowering of relevant flags / standards as and when required at Town Hall and Flagstaff Land.
 8. Assisting with cleansing of Town Hall and Assembly Rooms and outdoor play, exercise and leisure equipment.
 9. The Assistant Caretaker shall cover for other members of Caretaking staff during holiday periods or possible sick leave, if required.
 10. To carry out any other relevant work or investigations as may be decided by the Town Clerk as his/her Line Manager in accordance with Council policy.
 11. The Assistant Caretaker will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or matters which are confidential and execute these duties in accordance with Data Protection Act and other relevant legislation.

NB: All duties to be carried out in accordance with the Town Council's adopted Health & Safety Policy Statement and using appropriate Personal Protection Equipment, as required.

ADDITIONAL RESPONSIBILITIES

12. The Assistant Caretaker shall assist at Civic Events as and when required and having been given due notice, bearing in mind the nature of his/her duties.

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**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: MAUDE COMMUNITY CENTRE
CARETAKER / CLEANER

RESPONSIBLE TO: THE TOWN CLERK

PRIMARY FUNCTION

The Maude Community Centre Caretaker shall be responsible for the locking and unlocking of the First Floor Maude Community Hall (including checking of building in accordance with insurance requirements) and or the Imbert Room or any other room as shall be identified for hire in the Maude Community Centre Annex according to any bookings made and for any visits necessary by Tradesmen, Contractors or other persons, except for any special arrangements already agreed upon by the Town Clerk.

The Caretaker shall also be responsible for the cleanliness of the First Floor Maude Community Hall and / or the Imbert Room or other room identified for hire in the Maude Community Centre Annex (including kitchen space, toilet area(s) and entrance areas and for reporting any maintenance or health and safety issues to the Town Clerk.

The Caretaker shall be responsible occasionally for the locking and unlocking of the Ground Floor Maude Sports Pavilion (including checking of building in accordance with insurance requirements) according to any bookings made by the Town Council for use when not in use by the Tenant and for any visits necessary by Tradesmen, Contractors or other persons, except for any special arrangements already agreed upon by the Town Clerk.

The Caretaker shall also be responsible occasionally for the cleanliness of the Ground Floor Maude Sports Pavilion (including changing spaces, toilet and shower area(s), clubroom space and entrance areas and for reporting any maintenance or health and safety issues to the Town Clerk.

The Caretaker shall be available via telephone to assist hirers for the duration of the hire period.

KEY TASKS

1. Unlocking and locking up of Maude Community Centre Community Hall, Sports Pavilion or Annex according to bookings made and when access for contractors, tradesmen or other persons is required.
2. Checking that all persons have vacated the premises, that the heating and all lights are turned off, all windows and shutters are closed and locked, all taps are turned off and no running water is evident, all plugs removed from sockets (as appropriate – ie small appliances and portable equipment) and all internal doors are closed prior to locking up of the Main or Annex building, in accordance with insurance requirements.
3. Liaising with Town Hall Staff re bookings, breakages, repair or redecoration works, replacement items of equipment and cleaning materials.
4. Carrying out weekly health and safety checks and weekly alarm tests and Liaising with the Town Clerk re health and safety matters.
5. Liaising with the Parish Caretaking Team via a contact book provided to ensure the smooth transition between caretaking duty cover (annual leave cover) at the Maude Community Centre when required.
6. Liaising with hirers re use of equipment during hire period.
7. Reading electricity and / or water meters and reporting data to Town Hall staff as and when required.
8. Turning on / off and setting of heating temperature at thermostats as and when required (seasonal).
9. Handing in of items of lost property at the Town Hall.
10. Setting out and clearing away of tables and chairs, stage blocks and / or other items of furniture for bookings as and when required.
11. Checking and requesting replenishment of first aid box contents, toilet rolls, paper towels and cleaning products as and when required.
12. Regularly checking itinerary of crockery, kettles, teapots and other kitchen utensils to ensure that none have been damaged or removed without permission.
13. Undertaking weekly condition checks in respect of the ground floor sports pavilion and the annex building.
14. Cleaning of facilities following hire and routinely, as per the schedule below

Cleaning:

Community Hall

Daily:

Sweep / vacuum hall floor as appropriate; clean toilets / basins and ensure that toilet rolls, hand cleaner and hand towels are available; sweep / vacuum front entrance, stairway and landing area.

Clean worktops, sinks and draining boards in kitchen.

Wash / sweep / vacuum kitchen floor as required, at a suitable time to allow drying prior to use if necessary.

Ensure that oven / hob, fridge, microwaves are clean and in working order at the start of the day; clean as required and report any issues to Town Hall staff.

Check that kettles / urns or other small appliances are in working order at the start of the day and report any issues to Town Hall staff.

Ensure that heating is turned on prior to bookings (as required) and turned off after bookings (or when cold left on low setting, as appropriate) and that all lights are turned off (with the exception of the emergency light) at the end of a booking.

Ensure that all crockery and kitchen utensils are clean at the start of the day and clean any as necessary.

Weekly:

De-cobweb, clean down tables, dust all general surfaces,

Complete work/time sheet, making any necessary observations.

Monthly:

Wash down main hall floor, or as required, at a suitable time to allow drying prior to use. Clean / dust down all general surfaces, clean interior window surfaces

Clean inside of kitchen cupboards.

Annex Room(s), Kitchen and Toilets / Sports Pavilion

Before and After Ad Hoc Hire Only:

Sweep / vacuum floor of main hire space prior to / following use, as appropriate

Clean toilets / basins and ensure that toilet rolls, hand cleaner and hand towels are available before and after use;

Ensure worktops, sinks and draining boards in kitchen are clean prior to and after hire.

Wash / sweep / vacuum kitchen floor as required, at a suitable time to allow drying prior to and/or after use, if necessary.

Ensure that small appliances are clean and in working order prior to and after hire period; clean as required and report any issues to Town Hall staff.

Ensure that heating is turned on prior to hire (as appropriate) and turned off after hire (or when cold left on low setting, as appropriate) and that all lights are turned off (with the exception of the emergency light) and there is no evidence of running water at the end of a booking.

NB: Where cleaning duties require that a step-ladder / mobile platform must be used, arrangements must be made for a second person to attend and assist.

All duties to be carried out in accordance with the Town Council's adopted Health & Safety Policy Statement.

15. To cover for other members of Caretaking staff during holiday periods or possible sick leave, as required.

16. To carry out any other relevant work or investigations as may be decided by the Town Clerk as his/her Line Manager in accordance with Council policy.

17. The Caretaker will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or matters which are confidential and execute these duties in accordance with Data Protection Act and other relevant legislation.

ADDITIONAL RESPONSIBILITIES

18. The Caretaker shall assist at Civic Events as and when required and having been given due notice, bearing in mind the nature of his/her duties.

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NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

JOB DESCRIPTION

JOB TITLE: MAYOR'S SERGEANT / TOWN SERGEANT

RESPONSIBLE TO: THE TOWN CLERK

PRIMARY FUNCTION

The Mayor's Sergeant will act as Chauffeur / Attendant / Macebearer / Photographic Record Provider to the Mayor, at all civic functions within the parish and at all civic engagements, as required, outside the parish.

The Town Sergeant will act as Attendant / Macebearer **and Toastmaster / Master of Ceremony** at all civic functions within the parish and will cover for the Mayor's Sergeant, as required, outside the parish.

KEY TASKS

1. To attend, robe and "chain" the Mayor at all civic functions/events within the town, as required.
2. To attend, robe and "chain" the Mayor, as requested, at civic engagements that the Mayor attends outside the parish, at the discretion of the Mayor.
3. To carry the Mayor's / Town Mace at Council meetings and civic functions/events as required.
4. To be responsible for the safety of Mayoral robes, insignia, chains and maces at civic functions / events.
5. To be responsible for the timing and forming-up of civic processions within the parish.

6. To act as Toastmaster / Master of Ceremonies at Mayoral and civic functions/events as required.
7. To introduce guests, as required, at civic functions/events.
8. (Mayor's Sergeant) To Create a photographic record of Mayoral engagements.
9. To acquaint him/herself with the necessary ceremonial procedures for civic functions/events.
10. To fully brief invited guests, VIPs and dignitaries on protocols and procedures at civic functions/events.
11. To ensure that the Mayor's Cadet / Scout is fully briefed when attending civic functions/events.
12. To wear the necessary uniform provided by the Town Council at ceremonial functions / events.
13. To maintain the necessary uniform provided by the Town Council for ceremonial functions / events and liaise with the Town Clerk regarding repair, dry-cleaning and refurbishment of said uniform.
14. To undertake such other tasks as may be directed by the Town Clerk from time to time (such as attending and assisting at Mayor's charity fund-raising events).
15. The Town /Mayor's Sergeant will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or matters which are confidential and execute these duties in accordance with Data Protection Act and other relevant legislation.

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NEW ROMNEY TOWN COUNCIL

**TOWN HALL
NEW ROMNEY
KENT TN28 8BT**

DRAFT **JOB DESCRIPTION**

JOB TITLE: ADMIN CLERK

RESPONSIBLE TO: NEW ROMNEY TOWN COUNCIL

PRIMARY FUNCTIONS

To assist the Town Clerk and/or Deputy Town Clerk with the administration of the Town Council. In particular, to provide direct administrative assistance to the Town Clerk and / or Deputy Town Clerk in respect of all strategic and procedural business of the Council.

To undertake general clerical duties including, on occasion, attendance at meetings of the Town Council associated with the business of the Council.

KEY TASKS

1. To attend and be responsible for the administration of Health & Wellbeing Committee meetings, including but not limited to the preparation of agendas, reports and supporting documents and recording of the minutes of the meetings, whilst supporting the Chairman in maintaining the professional management of meetings in accordance with Council protocol.
2. To undertake any actions as may be resolved by the relevant Committee or recommended and subsequently ratified by Full Council, including but not limited to the routine submission of planning comments to the District Council Planning Department.
3. To maintain and regularly update the Register of Councillor Disclosures.
4. To routinely undertake indexing of all meeting minutes on a regular basis and make all arrangements for the binding of formal minute books.

5. To prepare, supply and process all required documentation for new / incoming Councillors, including but not limited to: Data collection form; Authority for service of electronic agendas; Data Protection Policy and Agreement for appropriate use of IT; DPI form; Schedule of meeting dates; Declaration of Acceptance of Office.
6. To assist with the day to day administration and function of the Town Council as and when required, including but not limited to answering the telephone, dealing with reception duties, filing, photocopying, shredding and collating and other general clerical duties as required.
7. To assist in liaising with the public as and when required, including by telephone and email and dealing with face to face enquiries at the Town Hall front desk.
8. To undertake those administrative actions related to protection of data as may be identified by the Town Clerk, including but not limited to regular review of filing system contents and culling of hard copy documents in accordance with the Council's adopted retention scheme and regular review of electronic filing system (Sharepoint) and culling of electronic documents in accordance with the Council's adopted retention scheme.
9. To undertake all administration relating to hire of public buildings (including Maude Community Centre and Assembly Rooms), including communication with hirers and processing hire applications, raising hire invoices and processing deposits, arranging appointments to view premises, preparation of weekly caretaker hire schedules.
10. To annually prepare a schedule of meeting dates, to be signed off by the Town Clerk prior to presentation to Full Council for approval.
11. To annually communicate with identified Outside Organisations in order to advise of details of appointed Town Council representatives to Outside Bodies.
12. To annually communicate with Councillors in regard to committee membership and prepare a schedule of proposed Committee Membership for approval at the Annual Council Meeting.
13. To administer the issuing of Town Council keys and annually review all keys for availability and functionality.
14. To undertake all administration relating to bookings and / or arrangements for staff and / or councillor training sessions as directed by the Town Clerk or Deputy Town Clerk.

15. To routinely research and investigate grant funding opportunities to support projects identified in the Council's adopted Strategic Plan on a regular basis and prepare funding applications for submission in consultation with the Town Clerk or Deputy Town Clerk.
16. To receive all website-originated email enquiries and allocate to appropriate team member(s).
17. To annually apply updates to Standing Orders, Financial Regulations and Policy documents as approved by Full Council following review and manage publication of same, including liaison with Communications Clerk in respect of Website and Sharepoint publication and notifying Councillors of availability.
18. To attend Civic functions as and when required, having been given reasonable notice of same.
19. To cover for staff absences during holiday periods or possible sick leave, as required.
20. The Admin Clerk shall carry out any other relevant work or investigations as may be decided by his/her Line Manager in accordance with Town Council policy, procedure or resolution.
21. The Admin Clerk will be expected to carry out these duties with consideration and diligence and will at no time divulge to persons not eligible any Council business or decisions which are confidential and will execute these duties in accordance with Data Protection and other relevant legislation.

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Additional Responsibilities (Outside of the scope of the Admin Clerk Post):

- 1) To assist the Town Clerk in the planning and organisation of Public Civic Events. In particular but not limited to: development of schedule of tasks, liaison with Town Clerk and other clerical team members in respect of progress, and with caretaking team in respect of logistical aspects of event.

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