



Job Description:	Town Clerk/ Proper Officer
Job Title:	Town Clerk and Responsible Financial Officer (Proper Officer)
Hours	37 Hours per week <i>(Mon - Fri) (additional hours worked taken as time off in lieu and overtime (split equally))</i>
Pay Scale:	Based on NJC scale points SPC 39-43 (as per C486/04/25)
Based at:	Andover Town Council, Office 107, Incuhive Andover, Chantry House, Andover, SP10 1LS
Job Purpose:	Under s. 112 of the Local Government Act 1972, the Town Clerk is the Principal Officer of the Town Council and fills the statutory roles of 'Proper Officer' and 'Responsible Financial Officer'. The Town Clerk has day to day responsibility for the administration and financial control of the Town Councils services and is responsible for advising Council and implementing Council's lawful decisions.
Responsible to:	The Town Council
Responsible for:	As Head of Paid Service, the Town Clerk is responsible for all staff employed by the Town Council.

Key Duties as Proper Officer (Town Clerk and RFO)

	<p>The Proper Officer will</p> <ul style="list-style-type: none"> • Receive declarations of acceptance of office from members. • Receive and record members Register of Interest. • Receive and grant dispensations to members. • Receive and retain plans and documents to include planning or allotments documentation. • Sign notices or other documents on behalf of the Council • Receive copies of by-laws made by a principal local authority • Certify copies of bylaws made by the Council • Call and arrange all meetings of the Council and its Committees • Attend meetings of the Council • Prepare and issue agendas • Receive and include motions received in correct time from Councillors on agendas. • Deal with documents, deeds, contracts and agreements following resolution to do so from the Council or any of the Standing Committees • Ensure that the procurement process, as laid out in the Financial Regulations (5) is followed. • Respond to requests under the Freedom of Information Act 2000 and data protection legislation. • Day to day management of services, resources and assets, together with routine inspection, compliance and control, including all operational matters • Manage staff recruitment, performance and discipline • Ensure appropriate training of Councillors and Staff is available. • Authorise adjustments to contracts of employment and job descriptions to meet the needs of the Council. • Pay staff expenses and allowances • Management of salaries in accordance with contracts of employment
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- Authorised to call any extra ordinary meeting of the Council or any of its committees
- Respond immediately to any correspondence requiring or requesting information or relating to previous decisions by the Council or its Committees,
- Respond to planning applications when an extension of time is not granted, following consultation with the Chair of the Planning Committee, all decisions to be reported to the next Committee meeting.
- Authorise routine expenditure within the budget and in line with Financial Regulations.
- Authorise emergency expenditure up to £5,000 outside the budget
- Authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure and report it as per the Financial Regulations (5.18)
- Authorise payments of up to £ 1,000 excluding VAT, within an agreed budget (F.R 6.8 i)
- Dispose of Council Assets with a value of up to £500.00 if deemed necessary.
- Act as the Councils' responsible person for Health and Safety
- Act as the Councils' Data Protection Officer
- Deal with matters specifically delegated by Council or Committee
- Oversee Council transparency, access to information, data use and storage including day to day management of the Council website and Social Media
- Ensure compliance with Standing Orders, Financial Regulations and Council policies and procedures.
- Report to the External Auditor matters under the Local Government Finance Act 1988 s14
- Arrange and manage the Council's insurance arrangements
- Manage income generating activities
- Act on matters specifically delegated by the Council or Standing Committee
- Ratify recommendations from working groups by ensuring that they are sent to the correct Committee or Full Council for approval.
- Act as a representative of the Council
- Liaise with other organisations, locally, regionally and nationally
- Authorised to cancel or postpone a meeting owing to lack of business or in an emergency
- In an emergency carry out any function to ensure the safety of staff and/or the community. Such emergencies may include fire, flood, loss of electricity, natural disaster or accident (the list is not exhaustive).
- To support the Town Mayor in the administration of his/her duties.

Any other duties which may, from time to time, be considered appropriate.

This Job Description reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.