

LEOMINSTER TOWN COUNCIL
APPLICATION PACK
COUNCIL VACANCIES

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1. OVERVIEW OF LEOMINSTER

- 1.1 Leominster is the largest of the five market towns in Herefordshire with a population of around 11,700. It is situated in the north of the County, just off the A49. Its history is based around the ancient Priory of Saint Peter and Saint Paul and its traditional markets.
- 1.2 Herefordshire is a large rural county with a population of approximately 191,000, spread across an area of 218,000 hectares. It has a population density of 0.87 per hectare, the fourth lowest in England.
- 1.3 There is a Leominster market, which is operated by the Town Council, every Friday in Corn Square and various special markets throughout the year. These include the regular Farmers' Market held on the second Saturday of each month. Local food and drink are an important part of the economy and Leominster takes great pride in still being able to source so many of its needs within 30 to 40 miles around the town.
- 1.4 There are many traditional cafes and pubs in the town centre alongside a good range of independent retailers, many specialising in antiques, something Leominster is renowned for. Leominster is the start of the popular 'Black and White Trail', with a number of timber-framed buildings in the town centre. Of particular note is the highly popular Grange Court, built by John Abel, the King's carpenter, in 1633.
- 1.5 The 'Black and White Trail' runs through North-West Herefordshire, from Leominster to Kington. There are hundreds of timber-framed buildings along the trail, as well as some wonderful churches that reflect the long history of the area. There are records of people and events going back to Domesday.
- 1.6 Leominster's prosperity was built on the wool trade, especially from the locally bred Ryeland sheep. The Ryeland is one of the oldest English sheep breeds, going back seven centuries when the monks of Leominster bred sheep and grazed them on the rye pastures, giving them their name. The historic Priory Church of St Peter and St Paul is intrinsically intertwined with Leominster's heritage, and both it and Grange Court grace the wonderful open space known simply as The Grange.
- 1.7 Leominster was shortlisted in 2017 as one of the Sunday Times "Best Places to Live" and has won a gold award for its Leominster in Bloom entry in the Heart of England in Bloom competition for the past three years. In 2019 the Leominster in Bloom Group was awarded the Queen's Award for Volunteers, the MBE for voluntary organisations.
- 1.8 In 2019 Leominster was one of sixty-nine towns in England to be awarded funding from the Historic England High Streets Heritage Action Zone. The Expression of Interest was developed in close partnership with Herefordshire Council and will be delivered over the next three years, providing a boost to the local high street.

2. OVERVIEW OF LEOMINSTER TOWN COUNCIL

- 2.1 Leominster Town Council has 16 councillors, all of whom are volunteers. Councillors serve on a range of committees and outside bodies. The Council has a grants programme and endeavours to support the local community as much as it can.
- 2.2 The Town Council also provides around 100 allotments on its site in Ginhall Lane. The land is on a long lease and this will be one of the matters that the new Town Clerk will need to review, including the negotiation of a new long term lease extension.
- 2.3 Over the past four years a number of services have been devolved to Leominster Town Council from Herefordshire Council. These include public conveniences, the operation of the markets, public open spaces and play areas.
- 2.4 The Town Council also took the Leominster Tourist Information Centre in-house at the beginning of April 2016 and has enhanced its street cleaning service and support for Leominster in Bloom. The Friday Market has continued to be developed, alongside a number of other events.
- 2.5 In April 2019 the Town Council took direct responsibility under licence for the management and maintenance of all local authority owned verges, play areas and open spaces.
- 2.5 In order to manage the verges and open spaces the Town Council set up a Direct Labour Force. This became operational in April 2019. New equipment has been purchased and the Town Council is currently seeking a depot for the Environmental Team to operate from.
- 2.6 In June 2019 the Town Council completed the refurbishment of the “Servants Quarters”, a holiday flat located at 11 Corn Square. The flat is an addition to the Tourist Information Centre offer and will help compliment the holiday accommodation available locally.
- 2.7 The following Standing Committees were appointed by the Town Council at its Annual Town Council meeting in May 2019:
 - Finance & General Purposes Committee
 - Planning & Highways Committee
 - Environment & Services Committee
 - Events & Communications Committee
- 2.8 In addition to the main Committees, a number of Task & Finish Groups have been appointed, including:
 - Signage – To oversee the provision of a new signage scheme in Leominster funded by LEADER funding;
 - Christmas Lights – To oversee the implementation of a new Christmas Lights scheme that will be in place for the next five years;

- Budget – To oversee the development of the 2020/21 budget and the revision of the Corporate Strategy and Medium term Financial Plan;
- Verges – To oversee the development of wildlife verges and other areas to reduce mowing and increase both wild flowers and wildlife.

2.9 The Town Council recently declared a Climate Emergency and is beginning the process of developing an Action Plan for the Council. It will also input into the town's response to the Climate Emergency through Transition Leominster.

2.10 The Town Council works closely with organisations, service providers and community groups operating within Leominster. It facilitates 'Team Leominster', a forum for enabling collaboration, sharing of resources and opportunities, and the exchange of information and skills. The forum has two tiers – the Operational Group meet weekly to discuss incidents taking place on Leominster's streets on a day-day basis, while the Tactical Group meets monthly to develop strategic responses to reoccurring or complex issues that are identified by either the Operational Group or the wider community.

3. FINANCES AND SERVICES

3.1 Leominster Town Council raised a precept of £512,222 for the 2019/20 financial year, with a further £83,750 of income generation from various services.

3.2 With this income the Town Council provides the following services:

- Allotments at Ginhall Lane
- Public toilets at Central car park and Grange Park.
- Open Spaces: The Grange, Pinsley Mead, Millennium Green/ Community Orchard, Priory cemetery, Sydonia, Ginhall Green, Booth Memorial Garden
- Play areas: The Grange, Sydonia and Ginhall Green (x2)
- Markets: weekly Friday markets, monthly Farmers' market plus specialist and charity stalls
- Tourist Information Centre at 11 Corn Square
- Christmas lights for the town
- CCTV in partnership with Herefordshire Council and West Mercia Constabulary
- Street cleaning in the town centre
- Verge cutting
- Free advice for residents through the Citizens Advice Bureaux (alternate Wednesday afternoons, plus telephone advice)
- Supporting Civic life: Mayor, Town Crier and special events
- Comments on planning applications and responding to consultations
- The 427 bus service from Stoke Prior, in partnership with neighbouring parishes
- Leominster in Bloom: watering and maintaining annual display, investment in open spaces,
- P3 Footpath Maintenance Scheme: strimming footpaths, repairing and replacing stiles, general maintenance
- Regular inspections of play areas and equipment

3.3 Over the past few years the Town Council has delivered the following projects and events:

- A Royal visit and community fair in May 2018

- Hosting Armed Forces Week for Herefordshire in June 2018
- Narnia themed end to the Christmas lights switch-on in the Secret Garden
- Refurbishment of the play equipment at Sydonia and new outdoor gym equipment for adults
- Gold for Leominster in Bloom, a joint effort supported by the Town Council and many businesses across the town
- Taking over the mowing of verges and residential areas
- The Old Stables Gallery at 11 Corn Square, providing a display space for local artists
- Citizens Advice Bureau drop in sessions on a bi-weekly basis, funded by the Town Council, helped local people with debt write offs and benefit claims
- Funding activities for young people and youth services research
- Leominster Food Fair
- The adoption of the Leominster Area Neighbourhood Plan, following a successful referendum result.

3.4 Plans for 2019/20 included:

- The completion of a Master Plan for the Grange, including a full consultation with residents and visitors
- Inclusive Duke of Edinburgh scheme for our young people
- Youth service development and provision with partners, including Vennture and West Mercia Constabulary
- Interpretation and improved signage throughout Leominster
- Development of new and existing Town Trails
- Refurbishment of Central toilets
- Investment in facilities for the Secret Garden at 11 Corn Square

4. THE TOWN COUNCIL'S VISION

- 4.1 Leominster is an attractive place to live, work and visit, with a high level of social, environmental and economic well-being.

5. THE TOWN COUNCIL'S MISSION STATEMENT

- 5.1 Leominster Town Council is committed to improving and enhancing the Town of Leominster in a sustainable manner, and will works together with all sectors of the community to provide benefit for all.
- 5.2 The Town Council will continue to strive to make significant improvements within the local community by working closely in partnership with other organisations. These organisations are key contributors and represent the diversity of the local community and include voluntary, business and public sectors.
- 5.3 Local authorities now have a duty to promote the economic, social and environmental wellbeing of their areas and this will enable Leominster Town Council to become much more responsive to the community's priorities.

6. THE CORE VALUES IN PURSUING COUNCIL'S VISION

- 6.1 The core values in pursuing the Town Council's vision are:

Services:

- 6.2 Leominster Town Council will deliver services to meet the needs of its residents that are:
- High quality, value for money and affordable;
 - Targeted to meet specific requirements where possible;
 - Delivered in a fair, consistent and non-discriminatory manner and fully embracing equal opportunities;
 - Planned within properly managed capacity and resources, coupled with a regime of continuous improvement.

Test of Competency

- 6.3 Leominster Town Council will measure its competency through SMART:
- Specific – target a specific area for improvement.
 - Measurable – quantify or at least suggest an indicator of progress.
 - Assignable – specify who will do it.
 - Realistic – what results can realistically be achieved, given available resources.
 - Time-related – specify when the result(s) can be achieved.

- 6.4 The Committees of the Town Council provide a regular oversight on Town Council functions and regularly review and monitor progress. Regular financial health checks are also carried out.

Functions and Activities

- 6.5 Leominster Town Council recognises:
- The legitimacy and integrity of the Council's functions is derived from understanding the needs of the Town, socially, economically and environmentally, as well as the needs, requirements and aspirations of its residents, customers and service users.
 - That consultation, participation and engagement in partnership with the town and the county are at the heart of understanding area and community needs and will help to focus the direction of Council's functions and activities.
 - That having direction and an infrastructure will help the Council to achieve all its aims and objectives.
 - The importance of having defined roles and responsibilities for Councillors and Officers, with appropriate structures in place which will make use of limited resources, will allow challenge and change, and promote a strong and sustainable partnership between Councillors and Officers.
 - That residents require signposting to relevant statutory authorities and other service providers to ensure that they access to support required.

7. APPLICATION PROCESS

- 7.1 Applications must be made to Leominster Town Council, Council Offices, 11 Corn Square, Leominster HR6 8YP. Please return all applications to the Town Clerk.

- 7.2 You must include in your application information which:-

- Sets out how you meet the person specification;
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post;
- Demonstrates the qualities you would bring to the role of Town Clerk to Leominster Town Council.

7.3 Your application must be returned, either by post to the Council Office or email to townclerk@leominstertowncouncil.gov.uk, by no later than midnight on Friday 25th October 2019.

7.4 Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

7.5 If you would like further information before submitting your application, please contact the Town Clerk, Paul Russell, on 01568 611734 for an informal discussion.

8. SELECTION PROCESS

8.1 The formal selection process by interview will take place week commencing 11th November 2019. Final dates for interview have yet to be confirmed but the provisional interview date will be Tuesday 12th November 2019.

8.2 The appointment will be made by the Appointment Panel, which will comprise of Members of the Personnel Committee.

8.3 Candidates who are to be invited to interview will be notified by telephone on Monday 4th November 2019. Those who have not been shortlisted will be not be contacted, so if you do not receive an invitation to interview then on this occasion you have been unsuccessful.

8.4 A decision will be taken on appointment following the interviews as to the candidate who will be invited to take up the post.

Interview

8.5 Shortlisted candidates will be required to attend an interview at a time to be allocated individually. The format of the interview will be sent to all successful applicants.

References

8.6 Formal references will be taken up in respect of shortlisted candidates.

Offer of Appointment

8.7 An offer of appointment will be made after the final interview.

Disabled Candidates

8.8 Any candidate who is disabled should please contact The Grants & Projects Officer (Liz Womack) in confidence so that reasonable adjustments can be made to the recruitment process. Liz Womack can be contacted by email on e.womack@leominstertowncouncil.gov.uk or by phone on 01568 611734.

9. TERMS AND CONDITIONS

9.1 Outlined below are the basic terms and conditions of employment with Leominster Town Council. The successful applicants will be provided with full details once appointed. Leominster Town Council retains Ellis Whittam as its Human Resources advisor.

Pay

9.2 The salary range for each position is outlined in the job advertisements. Please note that part time positions will be paid pro-rata. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. Council will consider an annual incremental increase as appropriate that may be awarded subject to satisfactory performance.

Contract

9.3 The appointment is a permanent full time contract with an initial three month probationary period. It is subject to the National Joint Council Agreement contained within the Green Book. Contracted hours will be 37 hours per week with some evening and weekend work. Flexibility is a must.

Probationary Period

9.4 The post is subject to the successful completion of a minimum of three months probationary period. During that probationary period a series of reviews will be undertaken by the Personnel Committee, and Council reserves the right to extend that probationary period if considered appropriate.

Hours

9.5 Whilst the basic working week is as outlined in the main job description, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post.

Annual Leave (to be allocated pro-rata)

Holiday Entitlement	Days
Annual leave on commencement of employment (21 days + 2 statutory + Bank Holidays)	23
Additional after 5 years service (26 days + 2 Stat)	28

Notice

9.6 The appointment is subject to three month's notice on either side following the successful completion of the probationary period.

Pension

9.7 The postholder is eligible to join the Local Government Pension Scheme. Information on the LGPS will be provided to the successful candidate. If you wish to opt out of the pension scheme you must inform the Town Council on appointment.

Political Restrictions

- 9.8 The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

- 9.9 The postholder will be required to observe the requirements of the Council's Staff Handbook for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

Pre – Employment Checks

- 9.10 Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer).

LEOMINSTER TOWN COUNCIL

is seeking to appoint a Full Time

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

LC3 SCP 37-41 (£39,782 – £43,662) dependent upon experience & qualifications

Leominster Town Council is seeking to appoint a forward thinking, innovative Town Clerk to manage the council's statutory requirements, develop and deliver a wide range of projects, lead the staff team and promote the town of Leominster. The ideal candidate will be an excellent communicator, with a 'can do' attitude, who can demonstrate strong governance and financial management skills alongside good business acumen. The successful candidate will be expected to work in close partnership with a range of local bodies and organisations including the unitary authority.

To be successful in this role you will combine strong relevant technical knowledge and experience with positive and effective leadership, management, influencing and communication skills. You will also have a strong interest in working collaboratively with other organisations across our community to help Leominster achieve its ambitions.

If you feel you meet these requirements, we would like to hear from you. You will need to hold the Certificate in Local Council Administration (or obtain it within 24 months of employment) or have current local government experience at management level.

The post of Town Clerk is challenging and duties will require regular evening and occasional weekend working which is reflected in the salary being offered.

Full Job Descriptions and Person Specifications can be found on our website here.

Salary: NJC Level 3 – SCP 37-41 (£39,782 - £43,662) dependent upon experience & qualifications

Job Type: Full Time, 37 hours per week

Holiday Entitlement: 21 days per annum rising to 26 after 5 years of service.

Based at: Council Offices, 11 Corn Square, Leominster, Herefordshire HR6 8YP

Opportunity to join Local Government Pension Scheme

To view the job application pack, [click here](#).

SELECTION PROCESS

To apply for this position please submit the following documents:

1. Completed Application Form and any other relevant information by the closing date of **Friday 25th October 2019**. Please ensure that your application form is comprehensive and clear.
2. Covering letter stating why you believe you are suitable for the role.
3. Equal Opportunity in Employment
4. Rehabilitation of Offenders Act 1974 – Criminal Offences

Preferably documents should be sent by e-mail to:

townclerk@leominstertowncouncil.co.uk

Alternatively, you may hand deliver or post the documents to Leominster Town Council Offices, 11 Corn Square, Leominster, Herefordshire HR6 8YP

Shortlisting will take place week commencing 28th October 2019. **Please assume that you have not been shortlisted if you have not hear from us by 8th November 2019.**

Shortlisted candidates will be contacted week commencing 4th November 2019 and invited to interview. Interviews will take place on Tuesday 12th November 2019 over the course of the day. Shortlisted candidates will be required to undertake an in-tray exercise, provide a presentation and attend a panel interview. They will also be provided with an opportunity to see the Parish and meet staff and Councillors.

The successful candidate will be formally ratified by Full Council at its meeting on Monday 25th November 2019 and will take up post on Monday 6th January 2020.

TOWN CLERK JOB DESCRIPTION

Date of Job Description: September 2019

Post Title: Town Clerk and Responsible Financial Officer	Reports To: The Council
Location: Leominster Town Council Offices, 11 Corn Square, Leominster, Herefordshire HR6 8YP	Car User Status: Casual
Grade: LC3 37-41	Contract Type: Full Time/Permanent
Qualification Required: CiLCA or an appropriate recognised Community Governance Qualification	Hours: 37 hours/week, 5 days including some evening and weekend working
Responsible For: All Council Employees	

THE ROLE – OVERVIEW:

The Town Clerk is the designated Head of the Paid Service and the “Proper Officer” of the Council. All employees of the Council answer to the Clerk. The Clerk’s overriding responsibility is to advise the Council, ensure that its decisions are lawful, and managing the implementation of those decisions. The Clerk takes instruction from the Council as a corporate body and is not answerable to any individual Member. It is therefore imperative that the Clerk remains, at all times, independent, professional and objective in all that they do.

OVERALL RESPONSIBILITY:

The Town Clerk to Leominster Town Council is the Proper Officer of the Council and, as such, is under a statutory duty to ensure that all its functions are carried out as well as taking overall responsibility for all legal requirements incumbent upon the Proper Officer of the Town Council. The Town Clerk will also be the designated Responsible Finance Officer responsible for the management and administration of the Councils financial affairs in accordance with the Local Audit and Accountability Act 2014 and the Transparency Act 2015, under the policy direction of the Finance & General Purposes Committee.

On appointment the new Town Clerk will work alongside the retiring Town Clerk with a formal handover taking place at the beginning of March 2020. The retiring Town Clerk will retire on 31st March 2020, so will be on hand to offer advice and support as the new Clerk settles into the role.

ROLE PURPOSE:

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Leominster’s residents, visitors and workers, in line with the direction given by the elected Members.

3. To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance Leominster as a location to live, work and visit.
4. To ensure that the Council meets its obligations for lawful operation and sound governance.

KEY TASKS – INTERNAL:

1. To be proactive in taking responsibility for the efficient and effective management of the Council in the short, medium and longer terms.
2. Ensure that all statutory obligations of the Council are met in a timely and efficient manner, including the preparation and publication of committee agendas, reports and minutes.
3. Work alongside, support and enable the setting of strategic aims and objectives of the elected Members of the Council as outlined in the Corporate Strategy and Medium Term Financial Plan.
4. To draw up on own initiative, and as a result of input from members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.
5. To provide proactive, inspiring leadership to both the employees and elected Members of the Council, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.
6. Lead on all Civic and Ceremonial functions and events of the Council, including wearing the relevant Ceremonial dress as required.
7. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.
8. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous personal development.
9. Continuously monitor and develop the Council's capacity and structure and processes to ensure it is always fit for purpose, paying particular attention to changes in trends, technological advances and Member expectations and requirements
10. As responsible Finance Officer ensure that all financial procedures conform to regulatory requirements and regularly interrogate and monitor the financial health of the Council ensuring that the monetary long-term needs and aspirations are known, projected and budgeted for.

11. Lead and inspire, ensuring that collectively and individually the objectives, goals and aspirations of the Council are effectively delivered.
12. Ensure that the Council complies with all aspects of Health & Safety legislation and that exposure to Risk is actively and regularly assessed and managed.
13. As Proper Officer, receive and deal with correspondence and issue correspondence on behalf of the Council.

KEY TASKS – EXTERNAL:

1. Proactively support and promote the Mayor in their ambassadorial role in promoting Leominster both locally and further afield.
2. Support, advise and assist all Councillors in their requirements to fulfil their democratic role within the community, and with partners.
3. Manage relationships with the news media and ensure appropriate information about the council is provided through the council website and other appropriate methods of communicating with the community.
4. Actively seek out and establish good, trusting and co-operative working relationships with all external bodies and organisations whose aims and aspirations dovetail with those of Leominster Town Council for the benefit of the residents, workers and visitors
5. 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.
6. To carry out any other duties commensurate with the post as required by the Council

LEOMINSTER TOWN COUNCIL

PERSON SPECIFICATION – TOWN CLERK

Date of Person Specification: December 2018

	ESSENTIAL	PREFERRED
Education	<ul style="list-style-type: none">• Minimum 5 GCES's at grade C or above, including Math's and English• CiLCA (or able to obtain within 24 months of appointment)	<ul style="list-style-type: none">• Educated to A level• Educated to degree or postgraduate level• General Management qualification

1. EXPERIENCE:

- 1.1 Consistent and demonstrable record of achievement in a senior leadership role within a customer facing environment of a similar size and scope.
- 1.2 A track record of having delivered successfully a range of services and projects of varying values and complexities
- 1.3 Working within an accountable environment and exposure to a diverse and complex range of issues and challenges
- 1.4 Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes
- 1.5 A good understanding of how Local Government in general works, and in particular the Parish Council sector.
- 1.6 An understanding of the challenges facing the Parish Council sector locally, regionally and at National levels
- 1.7 Experience of working within a political environment or comparable organisation
- 1.8 A demonstrable and successful record of engaging with and working alongside a range of third party organisations and bodies of varying types#
- 1.9 A successful record of planning, overseeing, budgeting and completing capital projects of differing types

2. KNOWLEDGE AND SKILLS:

- 2.1 Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information

- 2.2 A thorough knowledge of the legal framework within which a Parish Council operates
- 2.3 A relaxed and clear ability to prepare and undertake presentations to a range of audiences and in a range of formats
- 2.4 A thorough and comprehensive knowledge of IT software, in particular Microsoft office
- 2.5 A skilled communicator both orally and in writing
- 2.6 A knowledge of social media trends
- 2.7 An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests
- 2.8 An ability to lead a team of staff in organisational and cultural change when required
- 2.9 An ability to influence and negotiate outcomes during periods of conflict and confrontation

3. PERSONAL STYLES AND BEHAVIOURS:

- 3.1 An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc. – and of course the public at large.
- 3.2 Innovative, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise.
- 3.3 An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community
- 3.4 An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
- 3.5 Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life
- 3.6 The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence

- 3.7 A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group
- 3.8 A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development

4. OTHER

- 4.1 A full, clean driving license with own car and willingness to travel away from the area when required
- 4.2 A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial days and the like.