

**MIDSOMER NORTON TOWN COUCNIL
THE TOWN CLERK
JOB SPECIFICATION**

Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law, of a Local Council's Proper Officer. The Clerk is responsible for ensuring that the instructions of the Council are carried out and to advise the Council on, and assist in the formation of, policies to be followed in respect of its activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

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Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for risk management are properly met.
3. To prepare, in consultation with the Chair, agendas and minutes for meetings of the Council and Committees.
4. To attend meetings of Council and its committees and sub-committees.
5. To receive correspondence and documents on behalf of the Council and to deal with these or bring them to the attention of the Council. To issue correspondence as a result of instructions, or the known policy, of the Council.
6. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Council.
7. To draw up proposals for consideration by the Council and advise on practicability and effects of specific courses of action.
8. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Council as required.
11. To issue notices and prepare agendas and minutes for the Annual Town Meeting.
12. To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
13. To oversee the management of the 2 charities for which the Council is Sole Trustee.
