

## **MINUTES OF A MEETING OF LYDD TOWN COUNCIL PERSONNEL COMMITTEE**

Held on Monday 18<sup>th</sup> September 2023 at 6.30 pm in the Guild Hall Chamber

*Present: Councillors Darren Chapman, Clive Goddard, R.S. Jones. Paul Rye and Martin Sweeney*

*Angela Alexander – Town Clerk*

### **183. APOLOGIES FOR ABSENCE**

None

### **184. DECLARATIONS OF INTEREST**

None

### **185. MINUTES**

***RESOLVED: The minutes of the meeting held on Monday 12<sup>th</sup> June 2023 were agreed as a true record of the meeting and signed by the Chairman  
Proposed by Cllr Jones and seconded by Cllr Paul Rye  
Unanimous***

### **186. PRESS AND PUBLIC EXCLUDED**

***RESOLVED: That this meeting be held without press or public present as the content of discussions will involve sensitive and confidential matters and is therefore exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the local Government Act 1972, to be treated as confidential by Members***

### **187. CONFIDENTIALITY**

The Chairman advised councillors on the subject of confidentiality

### **188. REVIEW AND UPDATE OF CIVIC PROTOCOL (Appendix A page 293 to 297)**

The Civic Protocol had been updated to take into account changes to office working hours and insurance requirements. The changes had been written in red and circulated to the Committee for consideration.

Councillors discussed that any increase to the cost of the insurance that the Mayor at the time pays for ensuring the Town Sergeant on their car insurance as a named driver for Civic functions and events etc should be reimbursed. Cllr Goddard said that this should not come out of the Mayoral allowance. The Town Clerk said that it could come from the Civic budget head.

The Town Clerk advised that at the present time the office does not have a copy of the Mayor's insurance on file and that this is required for the Town Sergeant to be able to drive the Mayor's car.

***RESOLVED: That the updated Civic Protocol be updated with immediate effect.***

### **189. REVIEW OF JOB DESCRIPTIONS (Appendix B 298 to 303)**

The Town Clerk advised that there had and will be future changes to the way in which the roles are distributed and new staff members are or will be in place shortly.

The present Town Sergeant is due to retire in July and his role includes the Guild Hall keeper post paid with an honorarium included in the monthly salary cheque. The current role includes driving the Mayor to functions which are not in the Civic calendar and this is not going to be the case with the new Town Sergeant unless it is a robed civic event.

It is intended that the Guild Hall keeper duties will transfer and be included in the caretaker role going forward and the current caretaker is shadowing Mr Hughes at meetings and also for the MP

surgeries. The Town Clerk said that on the list of duties was the Barry Arter planted boat and Guld Hall window boxes and asked Cllr Sweeney if the gardening group would be looking after these and if it could be removed from the JD. Cllr Sweeney asked if this could be kept in as the group were off to a slow start and he had relinquished the Chairmanship. It was agreed that these duties would be left in.

Cllr Sweeney said that there was the potential for the caretaker's role to grow further.

The Town Clerk said that the caretaker had raised the idea of using the tractor for bin emptying and other tasks. Cllr Goddard said that the previous caretaker had been told through a decision of the personnel committee that the tractor was not available and in the past the main use for the tractor has been at the allotments and not for daily tasks.

Cllr Chapman said there was also the cost of the fuel for the tractor and that this had been another reason for stopping its use and the purchase of the litter picking cart.

It was agreed that the tractor could be used for one off tasks with the approval of the Town Clerk and Chairman of Personnel but only after the caretaker had passed a suitable driving test for this purpose.

**RESOLVED: The revised caretaker/Guild Hall keeper was Job Description was adopted with a view to being implemented following the appraisal**

An updated Job Description for the assistant Town Clerk was circulated for Councillors consideration. Cllr Goddard said that the Town Clerk is now doing the additional finance work that the 4 hours had been allocated to her Assistant. The Town Clerk said that her colleague did the filing for this and banking of allotment money but the liaison with the accountants and writing of cheques was being done by her. Cllr Sweeney said we need to be clear about the additional hours and if they are needed or can be used in a different way.

Cllr Goddard said that the role needs to be looked at to identify how the extra hours are used and the Job Description include this.

**RESOLVED: The revised Assistant Town Clerk Job Description be approved and adopted.**

## 190. BUDGET SETTING

The Town Clerk advised the Committee members that they should consider the amount to be included in the budget setting to be considered at the November Council meeting to be used by the Personnel Committee for salaries, pensions and the cost of the accountant's work

**RESOLVED: That the amount to be included in the November budget setting for the forthcoming financial year for salaries is £94,500 (no increase).**

The Town Clerk said that the caretaker had indicated he would like to join the pension fund if he is employed on a permanent contract and the pension budget would need to be increased to cover this.

**RESOLVED: That the amount to be included in the November budget setting for the pensions for the forthcoming financial year is £20,000**

The invoice from GMP accountants had been received covering June, July and August payroll, processing of the payroll year end and book keeping from April to July 2023 and preparation of VAT returns for £1,350. It was noted that this had reduced greatly from the first invoice of £3,100 where they had to make corrections to the payroll and pension which were required to be rerun during the time the Assistant Town Clerk had been carrying out those duties and that this more accurate figure would be used to include a sum in the budget for the forthcoming financial year and it would be included in professional fees budget head.

**RESOLVED: That the Town Clerk has delegated authority to include an appropriate sum in line with the current charge as circulated on the recent invoice for the budget. A suggested sum of £6,000 to include the year end was agreed to be included in professional fees.**

**Unanimous**

**191. FREEDOM OF INFORMATION REQUESTS AND ICO**

The Chairman said that taking the many boxes of paperwork to the full Council meeting for councillors to see just how much work had been done by the office staff to get to the position where the ICO came down in our favour hopefully opened the eyes of councillors who did not understand and made comments at the July meeting. Cllr Chapman said it was too far down the road to offer olive branches to the resident involved. Cllr Chapman read from the statement made by the Assistant Town Clerk following the July meeting about comments made by councillors regarding the report about this matter.

said that there is a latest FOI about the replacement play equipment on the Rype and required the Town Clerk to provide more information and evidence and again the ICO have come down in our favour and the resident is now appealing their decision so this may also go to court.

Cllr Sweeney said that the Town Clerk had asked him to provide evidence as the former Mayor and he said he had suggested to the resident that they join the Town Council but that he had replied 'why should I be a councillor when I can hurt you from a distance'.

Cllr Chapman said that this causes a lot of extra work for the office

Cllr Goddard said that this causes a lot of extra work for the Town Clerk and the filing and scanning is done by the Assistant and asked if we can get the costs back as the Town Clerk should be paid overtime for this.

Cllr Chapman said that we always knew that this would be a long haul.

Cllr Chapman referred to the Satswana newsletter which had a good news story relating to Lydd Town Council that the judge had come down on our side.

**192. CHRISTMAS CLOSURE**

***RESOLVED: That the Christmas closure would be from 18<sup>th</sup> December 2023 to 3<sup>rd</sup> January 2024.***

***Unanimous***

**193. STAFFING MATTERS****a) Incoming Town Sergeant**

The Chairman reported on a meeting with the incoming Town Sergeant, himself and the Town Clerk and that arrangements had been made for him to regularly meet with the current Town Sergeant to learn the history of the Guild Hall, regalia etc. As this had been brought forward the payment of first half of honorarium had been made on 1<sup>st</sup> September 2023 rather than October.

Cllr Goddard said that he felt Andy Wells would be an asset to the Town Council in this role.

**b) TV licencing**

The Town Clerk said that a letter from TV licencing had been received and that all staff had been warned not to log onto TV channels from any devices that they bring into the Guild Hall as they would be responsible for any fine as the Town Council does not have a TV licence.

**c) Reports from staff members following the Council meeting on 3<sup>rd</sup> July 2023**

The Chairman read from a statement he had received from the Assistant Town Clerk regarding the Council meeting held on 3<sup>rd</sup> July 2023 which referred back to a letter in March 2021 from the Personnel Committee saying that it would strengthen its duty of care to all staff members but that at the meeting on 3<sup>rd</sup> July 2023 it had come across that a councillor did not appreciate the amount of work carried out by the office which Cllr Chapman was reporting on which led to a positive outcome for the Council and suggested that Councillors are shown the amount of boxed up work undertaken so that maybe they will understand the importance of confidentiality and loyalty to the staff. Cllr Chapman said that at the September meeting this was actioned and the boxes of paperwork were taken to the Chamber for everyone to see and to show that the time for building bridges was long gone.

Both Cllr Bob Jones and Cllr Sweeney said that they both totally agreed with the statement made by Diane.

The Town Clerk said that councillors should respect the decisions of the Personnel Committee and understand that the staff are carrying out the decisions made by Councillors and this has meant a lot of additional work but that some councillors do not respect that and do not support the staff and the workload carried out and recognise that they are also entitled to a holiday and should not be expected to hold more meetings if councillors want to take a holiday during the set meeting dates that is there decision but they should not expect to have additional meeting and add to staff workload.

Cllr Sweeney said that some councillors do not understand the role or the way in which the Council works and they are drip- fed information which is the correct thing to do for reasons of confidentiality and we need to keep to that scenario of need-to-know basis.

Cllr Goddard said that is why the correct councillors need to be on the Personnel Committee and as an example the Town Clerk was attending a Council meeting or event every Monday in September which goes unnoticed by some Councillors. It is a fact that an efficient council runs on less meetings allowing the staff time to get on with their work. He went on to say that the councillors we are discussing should never be on the Personnel Committee.

Cllr Sweeney said that some councillors make comments without thinking about the staff or their workload and think they can bulldoze things.

The Chairman said that another councillor backed up the person the Assistant Town Clerk referred to but he had only been with the council a very short time unlike the other councillor.

Cllr Sweeney said it becomes personal when the staff have done all that work based on the Councillors decision and then some councillors do not wish to support them and say stupid things and that he did not want the staff to feel deflated.

Cllr Chapman said he hoped that making the visual statement of the boxes of paperwork helped the councillors who don't understand.

Cllr Goddard said he hoped the September meeting helped and that Cllr Chapman made an excellent statement and a very good explanation of the work vexatious which perhaps some councillors did not understand previously. He said that he has tried to advise some councillors but he hoped that the mayor would be on to his councillors who need advising on their behaviour particularly towards the staff.

**d) Staff Appraisals**

The Chairman of Personnel and the Deputy Mayor carry out the appraisals but as Cllr Chapman has both roles it was appropriate to appoint another suitable Councillor for the appraisals. Cllr Sweeney said that he was happy to assist with the appraisals.

It was agreed delegated authority to the Town Clerk in consultation with the Chairman for implementation of outcomes of appraisals including issuing of contract as required.

***RESOLVED: That the staff appraisals are held on 18<sup>th</sup> October 2023 carried out by Cllrs Chapman and Sweeney commencing at 9am.***

The meeting closed at 19.58pm

**Chairmans Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Initially adopted June 2022 revised edition adopted September 2023**

## **CIVIC PROTOCOL**

### **Background**

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'.

A Town Mayor has the same rights and duties as a local Council Chairman and is elected by the full Council at the Statutory Annual Town Council meeting in May. A deputy Mayor is also elected at this meeting. The Mayor's term of office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Council.

### **Role of Mayor**

The role of the Mayor is to undertake Lydd Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and encourage civic pride. This is of significant importance and should be kept in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

During the year the Mayor is invited to support a wide range of events in the Parish of Lydd and receives invitations to many events, functions and engagements. If the Mayor cannot attend a function the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Hosting functions organised by the Council
- Attending functions and engagements in the Parish of Lydd and outside as a ceremonial representative of the Council
- Official openings or presentations on behalf of the Council
- Organising events to raise funds for the Mayor's chosen charities

The Mayor will choose his or her own consort who should be given equivalent respect and dignity when accompanying the Mayor on Civic engagements.

The Mayor also has a number of statutory functions as set out below:

- If present at the full Council meeting the Mayor must chair the meeting
- The Mayor has a casting vote in the event of a tie
- The Mayor should ensure (with the Town Clerk) that the Council makes legal decisions
- The Mayor has a duty to ensure that the agenda is followed correctly

### **Support for the Mayor**

Day to day support for the Mayor is provided by the Mayor's Secretary under the general direction of the Town Clerk. The Mayor's Secretary is an employee of Lydd Town Council who as well as carrying out other duties for the Council assists the Mayor with organising their Term of Office.

This position includes arranging a meeting with the new Mayor, once elected at the Annual Council meeting to arrange the Civic year, discuss lines of communication, diary management and the specific support required. The Mayor is provided with a laptop as well as their I-Pad for use throughout their Term of Office. This must be returned when they relinquish the role of Mayor.

The Mayor's secretary receives invitations for the Mayor usually by post or email, any verbal invitations to the Town Mayor must be confirmed in writing at least 5 working days prior to the event to the Mayor's secretary before being included on the list of invitations for the Mayor to consider.

The Mayor's Secretary will either meet in person with the Mayor on ~~Monday~~ Thursday mornings to discuss the calendar of invitations or if the Mayor prefers the invitations will be sent by email on Thursday morning and should be responded to by the Mayor no later than 9am the following Monday morning.

The Mayor should respond whether he wishes to attend and whether he/she will be taking their consort and/or Town Sergeant with them. If the Mayor cannot attend, they may request that the Deputy Mayor attend on their behalf.

Once it is confirmed who will be attending the appropriate response is sent to the host organiser by the Mayor's Secretary who will check on other details such as dress code, Chains of Office, transport and parking arrangements and refreshments.

Confirmed events are entered into the Mayor's office diary and electronic calendar on Outlook detailing as much information as possible, which the Mayor can view remotely on his laptop.

If the Mayor and Deputy Mayor decline then an appropriate response to the organiser will be sent by the Mayor's Secretary.

All correspondence for the Mayor is kept by the Mayor's Secretary in the Guild Hall. It is courteous of the Mayor to send a personal thank you letter to the host after the event.

The Mayor's Secretary will also support the Mayor in responding to letters sent to the Guild Hall for their attention by providing letterhead, envelopes and stamp and posting or arranging hand delivery of the Mayor's replies. The Mayor's Secretary does not have the specific authority to respond on behalf of the Mayor.

**Mayor's Charity**

The Mayor's charity traditionally raises funds for local charities in the Parish of Lydd or the local area. It is advisable to choose the charity as soon as possible after election and to make a public announcement. The Mayor may decide on one main charity or support two or three local charities.

The Annual Town Meeting (Parish Assembly) is an appropriate time to present the cheques to the nominated Charities.

**Mayor's Allowance**

The Mayor has the use of an annual allowance from the Council to meet the expenses of attending events and there is a separate Mayoral Scheme which sets this out in more detail.

Payment for tickets etc for functions being attended by the Mayor will be made from the allowance when the Mayor's Secretary accepts the invitations.

**Mayor's Robes and Chains**

The Mayor's chain and badge of office are the outward signs of the Civic Office held. The Mayor should not wear the Civic robes and chain/badge of office in another capacity without express permission from the Council.

The mayoral chain can only be worn at mayoral engagements. It must not be worn when entering a neighbouring authority unless permission granted by the Mayor of that authority. Similarly, Mayors visiting Lydd will ask permission to wear their chains. On other occasions the badge of office only will be worn.

The Chains and Regalia are listed on the Asset Register and insured by Lydd Town Council.

We are obliged to inform our insurers of the protocol in relation to the safe keeping of the Chains and this is not adhered to.

The Chains are stored in the safe **in the Guild Hall** which has been approved as a secure place by our insurers who have received photographs and details of the manufacturer and serial number of the Guild Hall safe which has been confirmed to meet their requirements for the insurance to be valid.

Lydd Town Council keeps a book into which each movement of the Chains is recorded to satisfy the audit trail for our insurers.

- The Chains must be signed out of the Guild Hall and signed back in on their return
- If the Chains are needed out of office hours, then the Town Sergeant has responsibility to collect and return the Chains to the safe.
- The Chains may not be removed from the Guild Hall to be worn unless the Mayor's Secretary has accepted an invitation to an event on behalf of the Mayor and it is confirmed on the schedule sheet and recorded in the Mayor's diary so that we know the whereabouts of the Chains at all times.

- If the Mayor is attending a local event without the Town Sergeant present in the Town and Parish of Lydd, they may wear the Chains on the understanding they are kept with the Mayor at all times and they are not handed to anyone else. It is the responsibility of the Mayor to insure the Chains whilst in their home or car/van etc and be in their possession at all times. The Mayor must insure the Chains for the value as in the Asset Register at the time. The Mayor may collect and return the Chains to the Guild Hall if the event is taking place during Guild Hall working hours. If the event is outside the Guild Hall working hours the Chains must be collected and returned under arrangements with the Town Sergeant. If the Town Sergeant is not available due to holiday etc the Mayor must ensure that the Chains are kept in a secure locked safe and return to the Guild Hall at 9am on the next working day.  
**Details, photographs and serial number of the safe and insurance cover for the Chains must be provided by the Mayor to be sent to our insurers and the Mayor to note that the chains are not covered for theft under the Guild Hall insurance whilst in his possession/property etc.**  
**The value of the chains is currently £70,000**
- During an event with the Town Sergeant in attendance the Mayor should take advice from the Town Sergeant for the security of the Chains, particularly when outside of the Parish of Lydd. The Mayor should not remove the Chains at an event without the prior knowledge of the Town Sergeant who will then take responsibility for the Chains. If travelling abroad the Chains must be in the hands of the Town Sergeant or Town Mayor at all times and never checked in the hold on an airplane.
- The Town Sergeant is the guardian of the chains and the Mayor should defer to the Town Sergeant advice in relation to the wearing and safety of the Chains.
- The security of the Chains will be discussed on the change of Lydd Town Council insurers and the insurers will be consulted from time to time and the protocol and policy reviewed as necessary in accordance with their guidance.

### Civic Events

There are a number of Civic events during the year which the Mayor is expected to attend and the Town Sergeant has dedicated hours set aside to accompany the Mayor at these events. Examples of these are (but not limited to):

- Mayor's Sunday
- Annual Town Meeting (Parish Assembly)
- Lydd Club Day
- Confederation of the Cinque Ports Standing Joint Committee and Speaker's Day
- Remembrance Sunday
- Twinning Events
- Lydd in Bloom and Lydd in Lights presentation evenings
- Other Council Civic Services, Civic Events etc

**Should the Mayor wish to wear the chains on specific events in the Civic year then this should be conveyed to the Mayor's Secretary and Town Sergeant so that the Town Sergeant can confirm their availability for these occasions.**



### **Car Use/Driver**

If the Mayor requires the services of the Town Sergeant to drive to an event then the appropriate car insurance must be in place.

The Town Sergeant may use their own car if it is insured appropriately for this purpose or the Mayor may permit the Town Sergeant to drive the Mayor's own car and it is the responsibility of the Mayor to ensure that the appropriate insurance is in place for the Town Sergeant who will provide their driving licence for the Mayor's insurers. A copy of the insurance document must be provided and kept on file at the Guild Hall.

Documentation will be destroyed securely when the role of Mayor or Town Sergeant change.

**LYDD TOWN COUNCIL****Job Title: Caretaker/Guild Hall keeper**

~~Initially a 6 month contract.~~ **For review September 23 and to be further-Updated following appraisal and full contract issues and pension option**

**Hours of work**

Part-Time 15 hours/week to be worked on Monday, Wednesday and Thursday and at other times as requested (for example Remembrance Sunday and in accordance with Guild Hall keeper out of hours duties) **increase to 17 hours per week to include all Guild Hall keeper duties**

**Pay Scale**

SCP 9 to 12 depending on qualifications and experience from **£12.06** current pay scale per hour to start and reviewed after 6 months up to £12.73 per hour. **Review at appraisal October in line with payscale below**

<b>9</b>	£21,269	£11.05	£23,194	£12.06
<b>10</b>	£21,695	£11.28	£23,620	£12.28
<b>11</b>	£22,129	£11.50	£24,054	£12.50
<b>12</b>	£22,571	£11.73	£24,496	£12.73

**Purpose**

To ensure that the land and property of Lydd Town Council are kept litter free, clean and in good order. To deliver post on behalf of the Town Council. To perform basic maintenance of buildings, grounds, equipment and other small jobs that may be required from time to time.

**Reports To**

Town Clerk

**Location of Position**

The Guildhall Lydd and areas and buildings under ownership and management of Lydd Town Council

**Confidentiality**

Employees must not give information (including verbally) or documents relating to their employment or any Town Council business or matter to anyone unless authorised to do so by the Town Clerk.

**JOB DESCRIPTION****Reporting to the Town Clerk****Overall Responsibilities**

The Caretaker/ Guild Hall keeper will assist and report directly to the Town Clerk in their responsibility for the Council's land, buildings and other external property by carrying out appropriate maintenance tasks, inspections and any other duties that are requested which are appropriate to the grade and skills of the post.

**Specific Responsibilities**

1. To maintain shrubs, trees and keep tidy and litter and weed free the Millennium (Coronation Square) and Guild Hall back garden. To carry out additional tasks as required over and above those carried out by the contracted grass cutter such as weeding and maintenance of plants and street furniture and particularly preparing the Memorial Garden for Remembrance Day.
2. To regularly inspect, carry out appropriate minor maintenance and report defects at the Guild Hall, Banks pavilion, Manor Road pavilion and garage, Rype play area and all other external Council property such as benches, waste bins, signs and noticeboards (in the Town and at the Coast).
3. To empty bins and dispose of contents appropriately
4. To litter pick the Town Council's outside areas such as the Rype, The Banks and Memorial Gardens as required.
5. To keep the tennis courts weed free and sweep surface on each working day
6. To fly and remove official flags if the Town Sergeant is not available and assist as appropriate with the erection and removal of Christmas and floral decorations
7. To assist with the entrance and exit of users and the general security of the Guild Hall as appropriate within normal hours or by prior agreement on other occasions
8. To move furniture and prepare rooms for meetings as requested
9. To ensure the proper maintenance of all external equipment, particularly mechanical equipment

10. To carry out weekly inspections and minor repairs to the Play equipment at the Rype
11. To carry out legionella testing at the Guild Hall and Manor Road Pavilion
12. To clean the Guildhall including toilets, kitchen, offices, public areas, corridors Parlour and Chamber and the Manor Road Pavilion
13. To deliver agendas and other paperwork to Councillors (usually Wednesday) and display items in the noticeboards as requested and delivery of other post as requested.
14. Key holder to the building and assisting in maintaining the security of the building and its contents by being first point of contact on the Alarm and contact with the emergency services if required.
15. Following procedures in the opening and securing of buildings at the Guild Hall as required and specifically for Civic Events.
16. Dealing with members of the public and supporting colleagues for access to the Guild Hall at Annual Town Meeting, Mayor's Receptions and Mayor Making specifically
17. To assist with emergency procedures and evacuation of buildings whilst on duty
18. Raising and lowering of flags at the Guild Hall when appropriate.
19. Attendance when required at Civic functions in the Guild Hall and car parking duties as required for Mayor's at events such as the Band Concert
20. Opening and closing the Mayor's Parlour one day per month for the MP
21. Experience and understanding of working in a confidential environment is essential.
22. To assist with Marshalling for Remembrance Sunday
23. Taking instructions from and reporting directly to the Town Clerk.

<b>The Rype</b>	Inspection of play equipment and litter picking, sweeping
<b>The Manor Rd Pavilion</b>	Inspection and cleaning after football use
<b>Memorial Gardens</b>	Litter picking and checking of benches and other street furniture etc. Weeding, watering, planting as required.
<b>The Guildhall</b>	Cleaning of the Guildhall,  Offices, Ambulance room, WCs and corridors on a weekly basis.
	Delivery of Council paperwork, delivery of local post.(at end of working day)  Tidying of Guildhall garden/car park or Cleaning of the Chamber on a monthly basis including polishing of floor. These jobs to be determined by Town Clerk
<b>The Banks including tennis court area</b>	weed killing as required  Litter picking if required  Maintenance of outside of Pavilion and outside areas as required
<b>Millenium Garden</b>	To keep weed free and plant as required
<b>Planted Boat, and window boxes</b>	To keep watered, weed free and plant as required
<b>All areas</b>	Other reasonable tasks as requested by the Town Clerk

LYDD TOWN COUNCIL

**ASSISTANT TOWN CLERK - JOB DESCRIPTION**

**Overall Responsibilities**

The Assistant Town Clerk will assist the Town Clerk & Responsible Financial Officer with any duties that are requested which are appropriate to the grade and skills of the post.

**Specific Responsibilities**

1. To carry out tasks as set and as prioritised by the Town Clerk
2. To regularly update the Town Council website and ensure that all Agendas, Minutes and other relevant documents are correctly displayed on the website and noticeboards.
3. To maintain stocks of stationery, office, cleaning, maintenance and other supplies as requested.
4. To deal with callers, on the telephone and at the front desk.
5. To collate and email or post papers for meetings to Councillors, and others as required under the direction of the Town Clerk and independently for the Planning Committee and the Mayor in consultation with the Town Clerk.
6. To attend Town Council, committee and other meetings as required, assisting at the meeting and making notes to assist in the production of minutes; and to carry out numbering, indexing and other clerical processes to support the production of minutes.
7. To produce purchase orders and order supplies as required as instructed by the Town Clerk. To receive and check deliveries against orders.
8. To print and file as appropriate invoices, statements and bank statements and to bank promptly allotment and other payments and report these to the Town Clerk.
9. To print, collate, record and file any FOIs and correspondence relating to this and with the ICO as requested by the Town Clerk
10. To act as secretary to the Town Mayor, by answering correspondence, maintaining the office diary and generally co-ordinating attendance at civic functions.

11. To Clerk the Planning Committee meetings which includes preparing the agenda with applications and other papers sent by the Town Clerk, to attend the meetings, prepare minutes and issues comments on behalf of the Committee to the District Council Planning Authority.
12. To administer the allotments on behalf of the Town Clerk, maintaining the occupancy chart, issuing new agreements, collecting rents where these have not been paid to the AAM, deposits and other monies, liaising and with the Chairman of the Allotments Association
13. To assist with the arrangements for events in the Town Council's calendar including civic occasions, the Mayors' charity functions and other events as required
14. To assist with the administration and to attend the annual Town Meeting and take notes and prepare the Minutes
15. Administrative duties for the Lydd Town Council tennis courts and the associated website and payments which are to be reported to the Town Clerk
16. Any other duties appropriate to the grade of the post that may reasonably be required by the Council.