



DULVERTON
GATEWAY TO EXMOOR

The Clerk
Dulverton Town Council
The Council Office
2A Lady Street, Dulverton
Somerset TA22 9BZ

www.dulvertontowncouncil.co.uk

clerk@dulvertontowncouncil.co.uk
01398 324561

ROLE OF THE CLERK TO THE COUNCIL

Why become a Clerk?

Becoming a Clerk to a Parish, Town or Community Council is one of the most rewarding jobs in a local community - a competent Clerk underpins a good Council.

The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support and being a Clerk puts you in the centre of things.

Parish, Town and Community Councils are part of Local Government in your county together with Somerset Council.

The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Somerset Council is responsible for strategic services such as highways, education, libraries, social services, housing, local planning, strategic planning and refuse disposal.

The Parish and Town Councils in the County are often viewed as the part of government closest to the people.

They are the only local government tier that represents residents at Parish and Town level.

Importantly Parish and Town Councils can precept – raising their own council tax each year to improve facilities and services for local people.

Their powers and duties cover many things that we take for granted in making for comfort and well-being where we live and can include the provision and maintenance of allotments, burial grounds and public monuments, public clocks, halls, some street lighting, litter bins, car parks, public toilets, rights of way, roadside verges, bus shelters, swimming pools and village greens.

Parish Councils are consulted on and can comment on planning applications and be represented at public inquiries, planning appeals and examinations in public. Similarly, they advise the Unitary/County/District/Borough Councils on the views of residents, and especially on priorities for local investment.

Most Council meetings are open to the public and are led by the Council's Chairperson and advised by the Clerk to the Council who is there to see that business is conducted within the law.

What does the Clerk to the Council do?

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as to:-

- ensure that the Council conducts its business lawfully
- administer all the Council's paperwork
- ensure that meeting papers are properly prepared and the public is aware of meeting times
- Responsible for the financial affairs of the council
- communicate the Council's decisions
- organise and manage the provision of the Council services
- organise and oversee the implementation of projects
- manage and lead the staff
- communicate and market the Council services and facilities
- keep property register and other legal documents
- keep up to date by training/qualification/experience-based learning.

The key duties and responsibilities to be undertaken are detailed in the job description included in the pack

Skills and attributes needed

Clerks usually pride themselves in having a good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people.

The key attributes required are detailed in the person specification included in the Application Pack but underwriting these qualities is a sense of public duty - of wanting to help others in the community.



DULVERTON
GATEWAY TO EXMOOR

The Clerk
Dulverton Town Council
The Council Office
2A Lady Street, Dulverton
Somerset TA22 9BZ

www.dulvertontowncouncil.co.uk

clerk@dulvertontowncouncil.co.uk
01398 324561

PROFILE OF THE COUNCIL

Council Area and Environment:

- **Detail of area and local environment**

Dulverton is a small market town, situated on the banks of the River Barle on the edge of Exmoor National Park. Dulverton's former workhouse is now the home of the Exmoor National Park's Head Office. It is a popular tourist destination with a very active event calendar for both residents and visitors to enjoy.

Council Background Details:

- **Council Membership:**

The Council consists of 10 members.

Dulverton Town Council currently has two vacancies, which can be filled by co-option as an election has not been requested by residents.

- **Key functions/responsibilities:**

Councillors, as the democratically-elected representatives of the area, are responsible for setting the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. They are expected to review policies and procedures on a regular basis and be the 'eyes and ears' with regards local issues and concerns.

- **Financial information – budget, precept etc:**

The Legal and Finance Committee consider the budget for the following financial year during September, which is approved by Full Council by the end of the year when the precept is set accordingly.

- **Detail of population, electorate and wards/electoral areas:**

The town had a population of **1,408** at the 2011 Census, who are represented by 2 elected ward members for Dulverton & Exmoor, on Somerset Unitary Council.

The current Member of Parliament for Bridgwater and West Somerset is Ian Liddell Grainger.

Staffing:

- **Employees:**
(Part Time)

3 Clerk / RFO
Administrative Officer
Finance Officer

- **Regular casual/contracted staff:**

1 Grounds Manager
1 Grounds Man
1 Marketing Consultant

Council Structure:

- **Meetings of the Council:**

Full Council meets once monthly usually on the second Monday of the month in the Town Hall, commencing at 7.15pm.

- **Committees:**

Committee meetings are scheduled as deemed necessary by the Clerk or the Chairman of the Committee concerned.

There currently exist 5 committees:

- Grounds Committee
- Planning Committee
- Town Management Committee
- Legal & Finance Committee
- Policy & Procedure Committee

- **Councillor election timetable:**

Town Council elections are held every 4 years. The next elections are scheduled to be held in May 2027.

- **Annual Meeting:**

The Annual Parish Meeting of the Town Council must assemble annually on some day between 1st March and 1st June and the proceedings shall not commence earlier than 6.00pm in the evening and is held in the Town Hall.

- **Council facilities and property owned/ managed:**

Grounds:

Kings Corner Recreation Ground
Barns Close Recreation Ground
Jury Road Cemetery
Abbots Way Pond
Exmoor Lawns
All Saints Churchyard

Assets:

Cemetery Store Shed
Sports Field Pavilion
Stables Public Toilet Facilities
Play Equipment
War Memorial
Grounds Machinery & Equipment
Bus Shelter
Lorna Doone Statue
Town Benches & Signs
Office Equipment

Key Challenges

- **Current and ongoing key challenges for the Council:**

Somerset County Devolution proposals
Appointment of co-opted members to fill existing vacancies

The economic sustainability of Dulverton

- **Key specific tasks and/or projects to be addressed and/or tackled by the successful candidate:**

All Saints Church Wall



DULVERTON
GATEWAY TO EXMOOR

The Clerk
Dulverton Town Council
The Council Office
2A Lady Street, Dulverton
Somerset TA22 9BZ

www.dulvertontowncouncil.co.uk

clerk@dulvertontowncouncil.co.uk
01398 324561

GENERAL INFORMATION FOR PROSPECTIVE EMPLOYEES

General Conditions of Employment

Appointments are subject to the National Association of Local Councils guidance on Good Employment Practice and local conditions as adopted by the Council.

Equal Opportunities

The Council has an Equal Opportunities Policy and aims to ensure that no job applicant or employee is discriminated against on the grounds of sex, ethnic origin, age, nationality, domestic circumstances, sexual orientation, marital status, political or religious beliefs or disability.

Hours

There are 12 hours in the standard working week. These hours can be worked flexibly but it is necessary that the Clerk works in the office, and is available to attend meetings as scheduled. Office hours (public opening hours) are 10.00 am to 12.00 pm on Tuesdays and 3.00pm to 5.00pm on Thursdays.

The Council will consider overtime upon application.

Place of Work

2A Lady Street, but attendance at other locations is required when necessary.

Sickness Scheme

This Council does operate a sickness scheme (pro- rata).

Trade Union Membership and Professional Affiliation

Employees are able to join a trade union of their choice.

All employees are represented by the Clerk's professional body - the Society of Local Council Clerks. The Council pays the membership subscription.

Leave

The calculation of annual leave commences on the first day of employment and follows the recommendations of the Joint Agreements of the National Association of Local Councils and the Society of Local Council Clerks. The Annual Leave Year runs from 1 April to 31 March. The entitlement is, in addition to the normal bank and public holidays, twenty working days leave in each leave year (pro rata for part-time employees), plus two extra statutory days. Entitlement rises to twenty-five days after five years of continuous service.

Salary

Starting salary is normally the first point on the appropriate scale. Subject to having been in the grade for six months and satisfactory performance, automatic progression through the salary scales will occur with annual increments from 1 April until the maximum of the scale is reached. (pro-rata)

Salary points will be in accordance with the recommendations of the Nation Joint Council for Local Government Services.

Salaries are paid monthly by BACS.

The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April. (pro-rata)

Pension

You could be eligible to become a member of the contributory Local Government Pension Scheme. The rate of employee contribution for the LGPS is based on full time pensionable pay.

Notice

The length of notice which you are obliged to give the Council to terminate your employment is one month during the first four years and two months thereafter.

The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks rising to a maximum of twelve weeks after twelve years of continuous employment.

Probation

For all new employees, confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than six months. During any such period of probation you will be expected to establish your suitability for the post.