



Minutes of Credition Town Council's Council Affairs Committee Meeting, held on Tuesday 16th October 2018, at 6.00 pm, at the Council Chamber, Market Street, Credition

Present: Cllrs Miss J Harris (Committee Chairman), Mrs E Brookes-Hocking, Mr A Wyer, Ms K Piercy, Mrs A Hughes, Mr J Ross and Mrs H Zorlu (part meeting)

In Attendance: Mrs Clare Dalley, Town Clerk

28. To receive and accept apologies

It was **resolved** to receive and accept apologies from Cllr Mr F Letch (Proposed by Cllr Harris)

It was **resolved** to receive and accept late apologies from Cllr Mrs H Zorlu (Proposed by Cllr Harris)

29. Declarations of Interests

None declared.

30. Public Question Time

There were no members of the public present.

31. Order of Business

There were no changes to the order of business.

32. Chairman's and Clerk's Announcements

There were no announcements.

33. Council Affairs Committee Meeting Minutes – To approve and sign the minutes of the Council Affairs Committee Meeting held on 19th June 2018, as a correct record. It was **resolved** to approve the minutes, of the Council Affairs Committee Meeting held on 19th June 2018, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Hughes)

34. Matters Arising

There were no matters arising.

Cllr Zorlu arrived at 6.06 pm.

35. To discuss the recruitment of an Assistant Town Clerk (Maternity Cover), including the following:

- **Salary scale**

It was **resolved** for the salary to be in the range of LC1 SCP 15-18 (£17,413.44 - £18,431.40) dependent on experience and qualifications. (Proposed by Cllr Harris)

- **Job description**

It was **resolved** to approve the job description, a copy of which is attached to these minutes as Appendix One. (Proposed by Cllr Harris)

- **Candidate requirements/person specification**

It was **resolved** to approve the candidate requirements/person specification, a copy of which is attached to these minutes as Appendix Two. (Proposed by Cllr Harris)

- **Advertising the vacancy**

It was **resolved** to approve the advert, a copy of which is attached to these minutes as Appendix Three. (Proposed by Cllr Harris)

It was **resolved** to advertise the position as follows:

- CREDITON Courier at a cost of £100 plus VAT,
- Society of Local Council Clerks website and social media pages for two weeks at a cost of £185.00 plus VAT
- Devon Association of Local Councils - free of charge
- Evans Newsagents – free of charge
- CREDITON Town Council notice boards, the Town Council website and on the Council's social media pages.

(Proposed by Cllr Harris)

- **Application form**

It was **resolved** to approve the application form, a copy of which is attached to these minutes as Appendix Four. (Proposed by Cllr Harris)

- **Short listing for interview pro-forma**

It was **resolved** to approve the short listing for interview pro-forma. (Proposed by Cllr Harris)

It was **resolved** for Cllrs Letch, Harris, Wyer and the Town Clerk to shortlist the candidates for interview. (Proposed by Cllr Harris)

- **Interview questions and tests**

It was **resolved** to approve the interview questions. (Proposed by Cllr Brookes-Hocking)

It was **resolved** for the interview panel to consist of Cllrs Letch, Harris and the Town Clerk and that following the interview process the interview panel would appoint the most suitable candidate to the position of Assistant Clerk (Maternity Cover). (Proposed by Brookes-Hocking) This would be reported at the Town Council meeting being held on Tuesday, 20th November 2018 for formal approval.

It was **resolved** for each interviewee to complete two administrative tests. (Proposed by Cllr Harris)

- **Timescale**

It was **resolved** for the shortlisting for interview to be carried out following the closing date of 2nd November 2018 and no later than 9th November 2018, with interviews being conducted on Thursday, 15th November 2018. (Proposed by Cllr Harris)

A copy of all documents had been issued prior to the meeting.

36. **To consider the interim internal audit report from the Council's Internal Auditor, Mr Stuart Pollard, for the financial year 2018-2019.** A copy of the report had been issued with the agenda. It was **resolved** to note the report with no actions required. (Proposed by Cllr Harris)

37. **To discuss the arrangements for the Remembrance Sunday Service and Battle's Over Beacon Lighting Ceremony being held on Sunday, 11th November 2018.**

- **Remembrance Sunday Service**

The Clerk confirmed that South West Highways had been instructed to carry out the road closure. The civic service and act of remembrance had all been brought forward by one hour in order to ensure the two-minute silence will be at the War Memorial at 11.00am. Officers from MDDC will be setting off flairs to mark the start and end of the silence. Canon Ian Morter will be taking this year's service. It is intended for the last post, silence and reveille to be in the church as well as at the War Memorial. This year the Mayor will be accompanied by the Chairman of Mid Devon District Council, Cllr Peter Heal, as well as the Chairman of Crediton Hamlets Parish Council.

An e-mail from Crediton Town Band had been received and circulated with the agenda. Councillors noted that as a number of members of the town band have mobility issues, the band will make its way to the War Memorial during the last hymn in the Church and will be playing as the parade arrives. Those that are able will march down to the Town Square after the commemoration.

The Clerk confirmed that e-mails had been sent to all community organisations advising them the event was being held one hour earlier. The Crediton Courier is also publicising this change and the usual website and social media channels are being utilised.

The Clerk confirmed that both she and her Assistant will be managing the overall event.

The Clerk confirmed that three flags, representing Army, Navy and RAF, had been purchased and will be hung from the railings outside the Council building.

- **Beacon Lighting Ceremony**

The Clerk confirmed that Mid Devon District Council has now granted permission for the event and everything was in hand. She confirmed she would be double checking all arrangements in the two weeks leading up to the event. She advised that it

would be good if a few more Councillors volunteered to be marshals/stewards for the event.

A press release had been issued and the Assistant Clerk had made a poster, which had been e-mailed, together with the press release, to all community organisations. The Crediton Courier is also publicising the event and the usual website and social media channels are being utilised.

38. To review the Council's Health & Safety Policy. A copy of the policy had been issued with the agenda and was reviewed by Councillors. It was **resolved** to agree and adopt the Council's Health & Safety Policy. (Proposed by Cllr Ross)

39. To review the Council's Grant Aid Policy. A copy of the policy had been issued with the agenda. It was **resolved** to agree and adopt the Council's Grant Aid Policy. (Proposed by Cllr Harris)

40. To receive an update on the Council Office move and agree any actions required. The Clerk advised that the signed lease had been returned to the Council's Solicitor who had confirmed safe receipt. She had advised the Solicitor that the Town Council would like to complete on the matter as soon as possible, however, at a recent inspection of the premises three minor defects had been noted, which require attention. These are as follows:

- There is no window ledge in the right hand office (as viewed from the road), resulting in the wood and brick work of the bay being exposed.
- There is a broken pane of glass in the front entrance door.
- The toilet door does not close properly, making locking it difficult. It appears that the wood in the door has swollen and is catching on the floor.

She had requested confirmation as to whether the Landlord will be rectifying these issues prior to the Town Council taking possession. The Solicitor had confirmed he will look into the matter.

The Clerk confirmed that once the lease has been completed, she would arrange for the premises to be cleaned and painted and then the relocation would commence.

41. Close

The meeting closed at 6.38 pm

Signed.....

Date.....(Chairman)



Credition Town Council

Job Description

Assistant Clerk (Maternity Cover)

1. Core Role

To assist the Town Clerk in ensuring that the Town Council is running efficiently and in accordance with Local Government regulations and legislation and, in liaison with the Town Clerk, to advise the Town Council and individual Councillors on relevant sector, financial and legal matters relevant to Credition Town Council.

2. Assistant Clerk Services

- a) To provide Clerk services to the Environment Committee, Grants Sub-Committee and Parish Paths Sub-Committee.
- b) To be responsible for producing agendas, supporting documents and minutes for the meetings for which you Clerk.
- c) Take appropriate follow-up action from meetings and to action decisions made at the meetings on behalf of members when required and to liaise with the Town Clerk when necessary.
- d) To attend the Full Council meetings and take minutes at these and other meetings as required.
- e) To assist the Town Clerk in drawing up Full Council and other committee agendas and supporting documents.
- f) Clerk meetings of the Town Council in the absence of the Town Clerk and other meetings and working groups as required.
- g) To administer the Council's allotments, including the preparation, issuing and termination of tenancy agreements and the collection of payments. To assist with regular allotment inspections.
- h) Maintain an up to date knowledge of planning applications and issues and to ensure that the planning records are kept up to date and add comments on the portal on behalf of the Town Council.

3. Financial Management

- a) To assist the Town Clerk and RFO to complete the Annual Return for the external auditors and make available all papers for the public as legally required. Publish notices as legally required.
- b) To assist the Town Clerk and Councillors in income generation, fundraising and project management as required.

4. Civic Support

- a) To assist the Mayor and Deputy Mayor in the management of their diaries and events.
- b) To assist with planning and organisation of the Town's Civic events (currently three events a year) and to attend these events as required.

5. Administration Duties

- a) Carry forward projects on behalf of the Town Council, reporting back at regular intervals, monitoring progress and taking action where necessary.



- b) In conjunction with the Town Clerk, to propose projects to the Town Council in accordance with budget requirements.
- c) Summarise papers for submission to the Town Council, prepare meeting packs and present reports for consideration.
- d) Liaise with other organisations and authorities as necessary.
- e) To support the Town Clerk in ensuring best practice is maintained at all times, including policy and procedure reviews, monitor compliance with Standing Orders and Financial Regulations and to assist with updating policies and procedures as and when required.
- f) Update the Town Council's website and engage in the Town Council's social media requirements.
- g) In conjunction with the Town Clerk, prepare the Town Council's quarterly newsletter and annual report.
- h) Liaise with District and County Councillors as required.
- i) Work with voluntary and community organisations.
- j) Provide front of house assistance and cover to the Administrative Assistant at peak times or in their absence.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of duties or the level of responsibility entailed.

Salary: LC1 SCP 15-18 (£17,413.44 - £18,431.40) dependent on experience and qualifications.

Hours: Full time (37 hours per week) to include evening meetings and occasional weekend work.

Any overtime accrued will be paid or taken as TOIL and managed within the Town Council's operational requirements.



Credition Town Council

Person Specification

Assistant Clerk (Maternity Cover)

The postholder should meet all the essential criteria listed below.

	Essential	Desirable
Qualifications and Training	<p>Good general education: 5 GCSEs or equivalent including Maths and English.</p> <p>Be willing to undertake any training essential for the role.</p>	<p>A recognised qualification in local government administration.</p>
Knowledge and Experience	<p>Experience in general office administration including manual and computerised systems.</p> <p>Experience of compiling agendas, reports and formal meeting minutes.</p>	<p>Previous local government experience.</p> <p>Proven ability to provide effective management and direction to oversee projects.</p> <p>General knowledge of Credition.</p>
Skills and Abilities	<p>Excellent verbal and written communication skills including good customer facing skills.</p> <p>Ability to establish and maintain effective working relationships with Councillors, employees, members of the public and external organisations.</p> <p>Honesty, integrity, impartiality, objectivity and openness.</p> <p>Excellent IT skills including use of Microsoft Office - Word, Excel and Outlook.</p> <p>Ability to update the Town Council's website and to utilise social media.</p> <p>Able to deputise fully for the Town Clerk in her absence.</p>	<p>IT skills relating to design packages such as Microsoft Publisher.</p> <p>Knowledge of Scribe accounting system.</p> <p>Ability to understand the legal framework in which the Town Council operates.</p> <p>Experience of supervising staff.</p>



	<p>Effective time management skills including the ability to work to strict deadlines.</p> <p>Ability to work on your own initiative and think 'outside of the box'.</p> <p>Research skills using a range of resources.</p>	
Personal characteristics	<p>A flexible approach to working hours and duties including an ability to work evenings and occasional weekends</p> <p>Self-reliant and self-motivated.</p>	

DRAFT



Crediton Town Council

Market Street
 Crediton
 Devon
 EX17 2BN
 Telephone: 01363 773717
 Email: townclerk@crediton.gov.uk

VACANCY

ASSISTANT TOWN CLERK (Maternity Cover)

Based at Town Council Offices, North Street, Crediton

37 hours per week - Fixed Term (January to November 2019 - 11 months*)

Salary LC1 SCP 15-18 (£17,413.44 - £18,431.40)
 dependent on experience and qualifications.

Crediton Town Council has an exciting opportunity for an Assistant Town Clerk to cover maternity leave from January 2019 to November 2019 (11 months*).

The successful candidate will be required to assist the Town Clerk with a diverse and interesting range of duties, including management of the Council's Committees and their delivery of services to the people of the Town.

You will have responsibility for communication with local authorities at all levels, community groups and service providers as well as the general public. You will be expected to work as part of a small friendly team, as well as on your own initiative.

Within your flexible approach to working hours, your organisational abilities will be called upon on a daily basis, as will your IT skills.

You will need to have previous senior administrative experience, preferably with Local Government experience.

Application packs are available from www.crediton.gov.uk and should be submitted either by post to Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices, Market Street, Crediton, EX17 2BN or by e-mail to townclerk@crediton.gov.uk.

The closing date for receipt of applications is Friday, 2nd November 2018 at 12 noon. If you would like to have an informal discussion with Clare, the Town Clerk please telephone 01363 773717.

*The maternity cover is expected to end in November 2019, though there is a possibility this may continue until February 2020. We would like the maternity cover to start in January 2019 to allow a handover period with the post holder.

CREDITON TOWN COUNCIL

APPLICATION FOR EMPLOYMENT



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By signing this form, you will be providing the Council with your consent to these uses.

► **Post Applied For:**

► **Personal Details:**

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Are you related to any elected member or employee of the Council? If so, please give details.

► **Education:**

Please list all educational qualifications obtained*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

* The Council may require sight of the original certificates for all qualifications received

► Work Related Skills and Qualifications:	
Please give details of all relevant training courses attended and qualifications obtained (if applicable)*	
► Other Skills:	
Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying	
► Health:	
Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?	
► Present (Last) Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left or Notice Period
Reason for Leaving	Salary/Wage on Leaving
► Previous Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving

* The Council may require sight of the original certificates for all qualifications received

Previous Employment (continued)	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
<p>► Other Relevant Information: Please provide any supplementary information appropriate to your application, which is not covered elsewhere. Please add any details of any relevant knowledge, experience or personal qualities in support of your application. Additional sheets may be attached.</p>	
<p>► Eligibility for Employment:</p>	
Are you currently eligible for employment in the UK? (Please answer Yes or No)	
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc - showing authorisation to work and reside in the UK)	

► References:			
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*			
Have you any objection to the references being obtained prior to interview? (Please answer Yes or No).			
► Declaration:			
I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.			
Signed		Date	
<i>The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.</i>			
► Equal Opportunities – Voluntary Information			
The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit. In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.			
I would describe my ethnic origin as (please tick):			
African		Afro-Caribbean	Asian (China/SE Asia)
Asian (Indian Sub-continent)		European	Other (please specify)

**Please return to: Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices,
Market Street, Crediton, Devon, EX17 2BN by 12 noon on Friday, 2nd November 2018.**

* NOTE: References will be obtained and their authenticity checked if you are to be offered the post