



Kington Town Council

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Minutes of the Personnel Committee Meeting

held on 9th March 2022
at The Old Police Station, Market Hall Street, Kington

Present

Cllr. E. Banks
Cllr. E. Rolls
Cllr. R. Warne
Cllr. R. Widdowson

In attendance

Liz Kelso - Clerk

Min Ref.	Agenda item	
Per 07-22	1	Apologies, declarations of interest and requests for dispensation Apologies were noted from Cllrs. R. Banks, and R. MacCurrach
Per 008-22	2	Minutes of the previous meeting The Minutes of the meeting held on 21 st February 2022 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.
Per 009-22	3	To consider draft job description and person specification for Assistant Clerk Vacancy After some discussion, the draft job description and person specification, as attached to these Minutes, was agreed. It was agreed that given the change in hours and responsibilities, Full Council should approve the job description prior to the start of the recruitment process but on the assumption that this would be approved and no further work required on the document, that the recruitment process should start after this final approval. A provisional date for selection of candidates for interview was agreed for Monday 16 th May at 5.00pm.
Per 010-22	4	Date and time of next meeting It was agreed that the next meeting will take place on Monday 16 th May 2022 at 5.00pm as noted above.

Chair

Date: _____

Kington Town Council

Job Description Draft

Job Title:	Assistant Town Clerk
Accountable To:	Town Clerk
Salary:	SCP 11 - £11.50 per hour
Nature of Contract:	Permanent
Full Time/Part Time:	Part Time – 16 hours per week at days/times to be agreed but will include attendance at evening meetings and may require weekend work occasionally

Overall Responsibilities

To assist the Town Clerk and to deputise for the Town Clerk as and when required. This may require the provision of advice and guidance to the public and to Town Councillors, arranging, attending and servicing town council and committee meetings and general office duties

To be responsible for the day to day management of the Recreation Ground and other green spaces owned or management by Kington Town Council/Kington Recreation Ground Trust.

Specific Responsibilities

1. To provide administrative support to the Town Clerk as may be required which may include drafting meeting agendas in consultation with the Town Clerk and Chair of the relevant meeting or committee, attending and minuting meetings of the Town Council or any committee, sub committee or working group, maintaining Town Council records and supporting Councillors to carry out their functions.
2. To receive correspondence on behalf of the Town Council and/or Recreation Ground Trust and to deal with such correspondence within the policy of the Town Council or refer to the Town Clerk as necessary.

3. To be the first point of contact for members of the public, hirers, contractors or others regarding the management or usage of the green spaces in accordance with Town Council/Recreation Ground Trust policies and procedures as may be agreed from time to time.
4. To manage the bookings for activities and events within the green spaces, including maintaining a diary of events, ensuring booking forms are completed and returned and checking insurance requirements, risk assessments or other documentation are provided as required.
5. To ensure decisions of the Trust and/or Management Group are carried out in accordance with policy, monitoring progress to ensure projects or actions are carried out to a successful conclusion
6. To ensure risk assessments are carried out for any activity of the Town Council and/or Recreation Ground Trust and any actions identified to minimise risks to the public, staff or contractors are complied with.
7. To undertake additional duties as required, commensurate with the level of the role.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post-holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and experience	GCSE passes in English and Maths Experience of servicing meetings, including issuing notices, agendas and taking minutes	Business administration qualification such as BTEC, NVQ or equivalent Experience of contract management Health and safety experience/qualification Experience of staff management
Knowledge & expertise	Previous experience of an administrative role	Knowledge and experience of local government procedures and processes
Information Technology	Good working knowledge of the use of Microsoft Office and in particular Word and Excel	Experience of the management of websites and social media channels
Competencies & communication	Good communications skills Well organised Ability to work effectively in a team or on your own Ability to communicate with all sectors of the community, including contractors, local authority councillors and officers, with diplomacy and in the best interests of the Town Council and the Trust.	
Other	Able to attend evening meetings Ability to work flexible hours when required A willingness to undertake further training in connection with the role	