



FRAMLINGHAM TOWN COUNCIL
DEPUTY TOWN CLERK – JOB DESCRIPTION
OVERALL RESPONSIBILITIES

- To work alongside, report to and deputise for the Town Clerk in her absence and within that role to act as Proper Officer of the Council
- To work as part of a team of administrative staff, providing efficient and effective administrative services to the Town Clerk and the Town Council.
- To be aware of and advise the Council regarding the laws governing the activities and responsibilities of the Council and its Councillors.

This is initially a part time post and the working hours will be flexible to include regular evening meetings and other events, to a maximum of 20 hours per month.

Responsibilities to assist the Town Clerk with:

- To act as Proper Officer of the Council, through whom Council communications are sent and received and acted upon.
- To act as Responsible Financial Officer of the Council (in the absence of the Town Clerk/RFO), and to be aware of the law regarding maintenance and audit of the Council's financial accounts.
- To be aware of and advise the Town Council regarding the laws governing the activities and responsibilities of the Council and its Councillors.
- To undertake administration of the Town Council Office.

Duties to assist the Town Clerk with: (Training will be given where appropriate)

- Promote awareness of Town Council.
- Ensure reliability of documents, policies and processes.
- Ensure compliance with financial and audit packages.
- Ensure support for town council chair and all councillors.
- Provide advice to councillors, public as required.
- Open, record and note contents of all communications to the Council (including tenders as prescribed).
- Review all correspondence with the Chairman prior to Town Council meetings and present selected items in full or précis to the meeting.
- In consultation with the Chairman prepare and distribute Council Meeting agendas. In consultation with Committee Chairman, prepare and distribute Council Committee agendas.
- Oversee the preparation of minutes of all Full Council meetings and such committee meetings as are required.
- When approved by the Chairman, issue draft Full Council minutes to Councillors and email to www.framlingham.com at least three clear days before the next meeting.

- When approved by Full Council, oversee the issue of a copy of the approved minutes to the Town Council Office and email to www.framlingham.com
- Pass certain records to the Suffolk Records Office after the set time for holding locally.
- Maintain office complete with telephone, answer phone, computer and internet access.
- Be available to take comments and requests from the public and visit residents or businesses to take messages from the Council as required.
- Liaise with the Police on parking and other issues as required.
- Liaise with members/officers of other authorities (SCDC, SCC etc) as required.
- Respond to and investigate reports of vandalism/problems on Council owned/leased land.
- Meet representatives of various organisations when Committee Chairmen/Town Clerk are unavailable or when requested.
- Oversee the reporting of failure of town lighting or other services and follow up to verify action has been taken. Report any serious and long lasting issues to the Council.
- Oversee the maintenance of stocks and manage distribution of promotional material.
- Provide information from council records to family history researchers.
- Oversee the preparation of orders for stationery and other materials required for the work.
- Open, date stamp, list and where appropriate make a synopsis of correspondence received on a daily basis. Advise the Chairman or Committee Chairman of items calling for rapid action. Otherwise retain for pre-meeting discussion with the Chairman.
- Write and issue letters as instructed by the Council. Maintain files of copies of all letters issued.
- Assist with the organisation of Town Council events such as Fireworks and Christmas activities.