



RECRUITMENT OF TOWN CLERK AND RESPONSIBLE FINANCE OFFICER



Honiton - The Town in the Country



Welcome to Honiton Town Council

Honiton Town Council is recruiting for the role of Town Clerk and Responsible Finance Officer. This information pack will provide details of the role, job description and person specification, as well as some facts about the town, the Council structure, the Council's priorities and the application form.

The role of Town Clerk is patently an important one for any Council. You will be joining a small, but dedicated staff team and a group of Councillors who are committed to improving the town's infrastructure and environment and supporting its community life. All our Councillors are independent and are not elected as representatives of a political party, which results in a degree of harmony that some other Councils do not enjoy.

We're looking for someone who brings professional skill and leadership, sound judgement and a collaborative approach. They will be someone who can help us turn our forward-looking plans into clear, deliverable action and support Councillors in bringing swift results to their decisions. If you share our commitment to public service and want to play a central role in Honiton's next chapter, we warmly encourage you to apply.

About Honiton

Honiton is one of Devon's most distinctive historic market towns, known for its heritage, independent shops, cultural life and beautiful surrounding countryside, being on the edge of the Blackdown Hills National Landscape. It is widely recognised as a peaceful yet vibrant place to live, work and visit.

It has a colourful and interesting history, and there is evidence of human habitation dating back to prehistoric times, including hill forts at Hembury, Blackbury and Dumpdon Hill. During the construction of the A30 bypass the remains of a prehistoric hippopotamus was unearthed and has been a feature of our history ever since.

The current town layout was developed during the 13th century by Sir William de Redvers, the Earl of Devon, and a Royal Charter was granted in 1221, with a further Royal Charter having been awarded in 1257 for the town to hold a street market, which still continues today and is a key feature of town life.

However, Honiton is probably best known for its production of exquisite lace, which became highly sought-after worldwide, earning acclaim for its fine craftsmanship and delicate designs. As a cottage industry it involved many households in the town and the

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environs beyond, with thousands of women being engaged in its production, and it proudly provided the lace for Queen Victoria's wedding dress. Similarly, it has a reputation for the production of Honiton pottery, with distinctive designs not dissimilar to those of Poole pottery, which continues to this day. Both are displayed in the town's museum, where visitors can see demonstrations of the art of lace making.

During the days of stagecoaches Honiton was a strategic location on the route between London and Exeter for the changing of horses, and many of the town's inns had stables for this purpose. Honiton also featured as one of the key towns in spreading the news of Nelson's victory over the French at Trafalgar. However, in the mid-18th century a series of disastrous fires largely destroyed the medieval town, which is the reason why its architecture today is mainly Georgian.

The town has a tradition of historic events, such as the Hot Pennies ceremony and Charter Day. The former was an event, also dating back to the 13th century, during which local dignitaries and philanthropists threw pennies from buildings in the High Street to the poor children of the town, money which had been heated prior to distribution, to the great amusement of those throwing them. Today they are gently warmed, so as to avoid any nasty injuries.

The town also boasts its own agricultural show, which takes place on the first Thursday of August and attracts large crowds to its location on the outskirts.

The modern town continues to be an important hub for those living there and in the surrounding parishes, with many independent shops, cafes and restaurants. Whilst some businesses close, they are generally replaced fairly quickly, although like many market towns the High Street is struggling to retain its position as a centre for commerce due to online shopping. The regeneration of the town centre is therefore a key priority for the Council and one on which the successful candidate will need to guide Councillors.

The Council's Role in the Life of Honiton

Honiton Town Council plays an important role in the life of the town. It manages key local amenities, such as public toilets, footpaths and allotments, and it owns the Beehive building, which is leased to a charity to run as the town's community and arts centre, a central cornerstone of community entertainment and activity.

The council has responsibility for managing the street market and for making it an attraction that brings visitors and local residents into the town. To this end several regular entertainments are being generated, including Apple Day, Halloween and Artists Corner.

Apart from Hot Pennies and Charter Day, the Council also oversees other events such as Gate to Plate (an annual food festival), the provision of Christmas tree lights and the associated switch-on ceremony, and occasional events such as Armed Forces Day. The Council supply flags and flower displays throughout the town centre and have some responsibility for maintaining the local environment. Currently the Council is negotiating to acquire certain assets in order that consistent and regular maintenance can be guaranteed, given the potential introduction of local government reorganisation.

The town has a large number of voluntary organisations providing services to the community and Councillors attend many of these as Council representatives on outside bodies. Similarly certain Councillors have special responsibilities, such as crime and disorder, arts, youth services etc, and attend meetings and events, advising Council on any issues relating to those matters. The Council also has an annual grants programme, through which support is provided to as many local organisations as possible.

The Council is recognised for steady governance, clear communication and a consistent focus on delivering value for residents, as evidenced by having attained the silver award in the Local Council Award Scheme. Together, these strengths give Honiton a confident platform for the future and a council ready to support the town's next chapter.

Key Opportunities and Challenges

Local Government Reorganisation is unquestionably the most relevant challenge, and also opportunity, on the horizon, if indeed it goes ahead. Many of the services provided to the town are managed by East Devon District Council and with its demise those services will be reallocated. The challenge will be to ensure that the voice of Honiton is heard within the newly formed unitary council and that the services which are key to the success of the town and important to its residents continue to be maintained to a high standard.

One possible outcome is that some of those services might be transferred to Honiton Town Council, with a consequential increase in staff and the need to reconsider office and maintenance accommodation and equipment. This is seen by the Council as an opportunity to take over responsibility for certain assets and thereby ensure that the local environment and facilities can be a matter of pride to the town.

The efforts to maintain a vibrant town centre will also be high on the agenda. The Council are fortunate to have an extremely enthusiastic and well-attended Honiton Business Network, which replaced the Chamber of Commerce, and a newly formed town centre management board. It will be important to maintain excellent links with these organisations and to work together towards a common goal.

Alongside this external focus, the Clerk helps to strengthen the Council's internal foundations, by regularly reviewing organisational arrangements, our health and safety and policy frameworks, by updating governance and supporting Councillor development to ensure the Council is well-equipped for the years ahead. A key part of this responsibility is to take a strategic, financially grounded review of Honiton's needs, and to develop a plan for the future which will cement the town's position as an important centre of commerce and industry, and a place where people want to live and to visit.

The Council's priorities for the short term have been established, so the medium term will focus on turning them into a programme of delivery that builds confidence, capacity and visible progress across the town. This will include progressing key areas of investment such as transfer of assets under local government reorganisation and improvements to the town centre. A cohesive plan to maintain services in the Beehive will be one of the main challenges in the near future.

It is anticipated that sustainable progress will be achieved with the assistance of our internal team, who are committed to supporting Councillors in their ambitions to maintain and

improve Honiton as a thriving community. The Clerk will ensure that projects are properly scoped, costed and sequenced, and that the Council remains focused on its agreed priorities. Regular attention to project outcomes, clear reporting and evidence-based decision-making will be essential to ongoing success and enable early assessment of emerging opportunities presented by local government reorganisation. Honiton's civic strengths, its active volunteer networks, popular events programme and wide partnership base, will continue to support this delivery.

Looking further ahead, greater devolution and local empowerment may create opportunities for Honiton to shape services more directly — whether through commissioning local provision or taking on assets that offer clear community benefit. The Clerk will support the Council in navigating these choices, ensuring ambition is balanced with capacity, financial realism and organisational capability to respond confidently to growth and change.

The Clerk will strengthen systems and performance oversight to ensure that service delivery is resilient and provided to a high standard. The Council will support Honiton's heritage, strengthen its community life, and ensure the town continues to thrive as a welcoming, vibrant and well-connected place. These ambitions will require strong leadership, experience and expertise, and an extensive knowledge of local government regulations, with a clear focus on strategy, partnership and delivery.

Our Priorities

Following a facilitated awayday on 10th November 2025, which was attended by both Councillors and staff, the Council established its priorities for the near future. Previously a large number of priorities had been agreed, but there was an appreciation that it was unrealistic to achieve significant progress in all of them and there was a need to focus resources on a smaller set of key issues.

The priorities that have now been agreed are as follows:

Tourist information:

- To make significant improvements to the information that is available to tourists and residents, including local walks, cycle routes, heritage trails and historic industries, sites and buildings.
- To create accessible tourist information points around the town
- To attract coach parties to visit and tour the town

Town regeneration and experience:

- To improve the condition and presentation of shops and buildings in the town centre
- To encourage businesses to remain in the town centre and to develop strategies for attracting new businesses as premises become vacant
- To create a town centre management board
- To make safe the retaining wall at the corner of Dowell Street and High Street

Market Improvements

- To develop the market into an attraction for residents and visitors alike
- To increase the number of stalls and stall holders
- To introduce events and entertainments on market days

Sports

- Liaise with leaders of all sports clubs and sports facilities and assist in creating additional and improved access to sports, especially for young people
- As above in relation to the provision of sports pitches and training facilities
- Identify and supply funding to achieve the above

Communications

- To develop a communications strategy
- To improve all methods of communication with the public
- To improve the Council's image and presence in the town
- To improve public engagement and interest in council matters and events
- To develop a new website

Beehive Low Carbon

- The Council's aim is to be carbon neutral by 2030
- To purchase an electric van
- To reduce carbon consumption in the Beehive building, by working closely with the lessee

Youth Council

- To initiate a council of young people from the town, with members from various youth groups, including from schools, youth clubs, cadets, sports clubs etc
- To review youth services and facilities with a view to making significant improvements to youth provision

Council Structure

Honiton Town Council holds a full council meeting on a monthly basis, but this is enhanced through a number of committees and working groups, which undertake the detailed work, thus enabling full council to make efficient use of its time and resources.

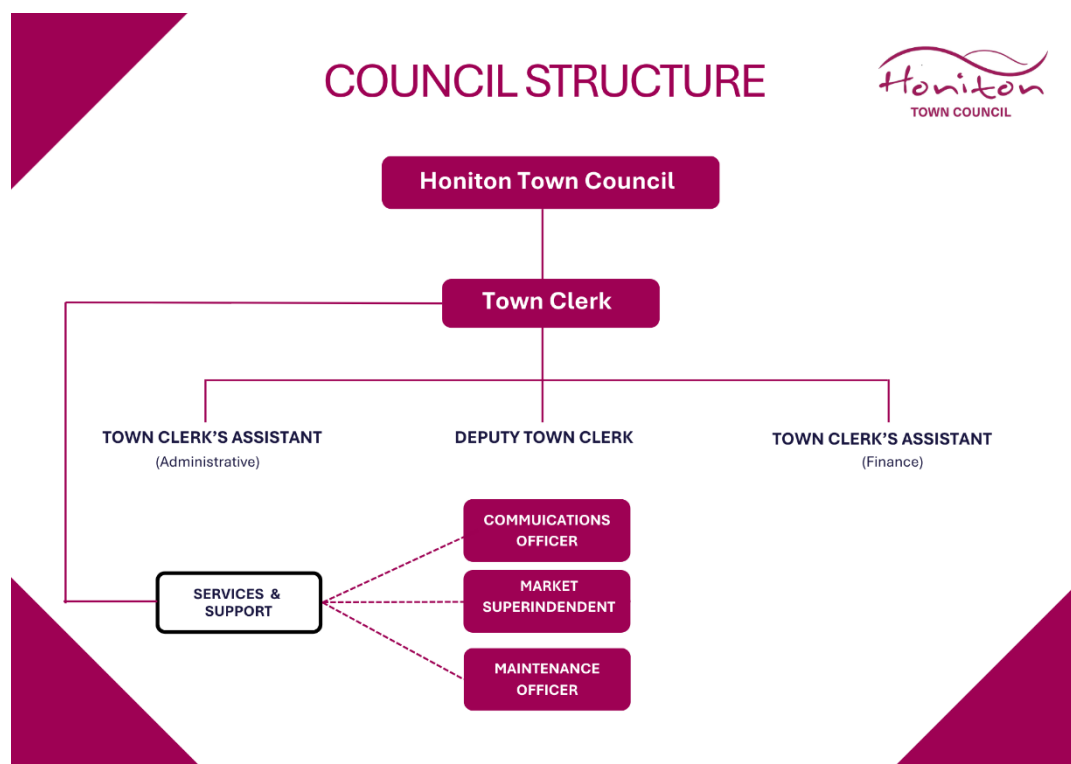
Currently there are 5 committees, comprising of Town Management with Green and Open Spaces; Human Resources; Strategy, Economy, Tourism and Transition; Finance and Policy; and Planning. This latter committee is a consultee to planning applications only, although it does have authority to make decisions in respect of advertising.

Working Groups include Market, Beehive Review Committee, Beehive Low Carbon, Maintenance, Communications, Allotments, Footpaths and Sports, several of which have members of the public as participating representatives.

The Council is made up of 18 elected members, split between two wards, St. Pauls (8) and St Michaels (10). Currently we have a full complement of Councillors, each of which is independent and not elected as a political party representative.

Staffing comprises a Town Clerk / RFO, Deputy Town Clerk, Communications Officer, Market Superintendent, 2 Admin Officers and a Maintenance Operative.

The three Council offices are located within the Beehive complex, with a reception area manned by the Beehive charity's staff and volunteers.



The Role

Job Title:	Town Clerk and Responsible Finance Officer
Responsible to:	Council through the Chair
Location:	Honiton Town Council, The Beehive, Dowell Street, Honiton EX14 1LZ
Contract:	Permanent, 37 hours per week, Monday to Friday, with a requirement to work some evenings and weekends to attend meetings and events, time to be taken off in lieu. Flexible working arrangements to work from home for up to 8 hours per week.
Salary:	£54,143 SCP Band 41
Benefits:	Local Government Pension Scheme, 25 days annual leave allowance, rising to 28 days after 5 yrs continuous service (plus bank holidays and 2 statutory days), support for professional development, car parking on site, currently free of charge. A contribution towards relocation expenses may be available by negotiation.

Person Specification

This person specification outlines the essential and desirable qualities required for the role, along with how each criterion will be assessed during the selection process. All criteria marked as 'Essential' are the minimum requirements for the role – candidates will be expected to demonstrate these through the stated assessment methods.

We are committed to fair and inclusive recruitment.

We welcome applicants from all backgrounds and will ensure that our process is transparent, unbiased and aligned with our equality and diversity principles.

Criteria	Essential	Desirable	Assessment method
1. Education and qualifications	- Educated to degree level or equivalent professional experience, demonstrating the ability to perform the role effectively. - CiLCA (Certificate in Local Council Administration)	Advanced qualification in public administration, community governance or management	Application form and certificates
2. Experience and knowledge	- Significant experience in a senior administrative or management role in local government administration or a similar field, including servicing formal council meetings and advising elected members. - Experience as a Proper Officer or similar, with knowledge of legal compliance. - Proven experience in leading and managing staff, with knowledge of HR procedures and the	- Experience in council finance operations (e.g. setting precepts, handling audits). - Experience in public records management and regulatory reporting. - Experience of coordinating working groups or committees outside of main council meetings. - Understanding of civic procedures	Application form and interview

	ability to develop and motivate a team. • Demonstrated ability to manage a diverse workload, meet deadlines and adapt to changing priorities in a dynamic environment. • Thorough working knowledge of local government law and procedures (governance, financial regulations, codes of practice), with the ability to interpret legal requirements and ensure compliance. • Demonstrable commitment to community engagement and to equality, diversity and inclusion, having championed inclusive practices and engaged effectively with diverse communities in previous roles.	• Success in securing grant funding or sponsorship for projects or community initiatives. • Experience managing community, regeneration or place-based development projects.	
3. Skills and abilities	• Excellent organisational skills and analytical ability, capable of handling complex tasks and providing well-founded advice to support decision making. • Ability to identify issues, evaluate options, and develop effective solutions in collaboration with Councillors and stakeholders. • Ability to work effectively within the legal and policy framework of local	• Experience of skills in identifying opportunities to develop Council services and/or generate income (e.g. via partnerships or new initiatives).	Application form and interview

	government, recognising the implications of Council actions and advising on lawful, best-practice approaches. • Proficient in IT and digital tools, including standard office software (e.g. Microsoft 365) and the ability to quickly learn council-specific systems (such as modern accounting or governance software) to improve service delivery. • Committed to continuous professional development, staying up to date with changes in legislation, best practices and emerging trends, and willing to undertake training needed for the evolving demands of the Town Clerk role.		
4. Community and engagement	• Outstanding communication skills, both written and oral. Able to draft clear reports, correspondence and policies, and to communicate complex information in an accessible way for a variety of audiences (elected members, residents, partner organisations, etc.). • Strong interpersonal and customer service skills – able to interact with councillors, colleagues, members of the public, and	• Experience in creating or managing public facing communications such as newsletters, press releases, websites or social media content to promote Council services and engage the community. • Experience of working with community groups, press, or public forums to gather feedback	Application form and interview, including presentation exercise.

	external partners impartially, diplomatically, and professionally, maintaining trust and credibility.	and explain Council decisions	
5. Financial management	• Proven ability to manage public finances and budgets. Experience in preparing budgets, monitoring income/expenditure, providing financial reports and advice, and ensuring effective financial controls in line with governance requirements. • Proficient in using computerised accounting systems and spreadsheets for bookkeeping, budgeting and reporting.	• Familiarity with local government accounting software and financial management tools. • Experience procuring services or managing contracts with suppliers, ensuring value for money and compliance with procurement rules.	Application form and interview.
6. Personal qualities	• Self- motivated, with a proactive work ethic and a track record of going beyond basic requirements to achieve excellent results. Shows initiative and resilience when tackling challenges and actively seeks improvements to benefit the Council. • Embrace change and innovation with a positive attitude. Able to respond flexibly to new demands or evolving priorities, and to lead. • Acts with integrity, honesty, and political neutrality, maintaining the trust of elected members and the	• Ability to travel to various locations within the town and region is necessary for the role (e.g. to attend meetings, training, community events). (Note: reasonable adjustments will be considered to support candidates with disabilities in meeting the	Interview.

	public. Upholds the highest standards of public service conduct, including confidentiality when appropriate. • A supportive team player and effective leader who can inspire and motivate others. Build strong working relationships internally and externally, and fosters a culture of collaboration, respect, and high performance. • Deep commitment to the Council's values and the principles of equality, diversity and inclusion. • Demonstrates respect for all individuals and communities and is passionate about delivering quality services to meet local needs. • Willing and able to attend evening meetings and occasional weekend events, and to adjust working hours to meet Council requirements. • No disclosable convictions (subject to Rehabilitation of Offenders Act 1974).	travel requirements.)	
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Key Responsibilities

Leadership: Provide strategic and organisational leadership, ensuring priorities are deliverable, governance is strong and Councillors receive clear evidence-based advice. Develop a long-term plan, containing clear, SMART-based action plans. Modernise systems to support a committed, quality focused organisation.	Operational and Service Management: Provide managerial oversight of Honiton's services and assets, ensuring they are safe, efficient and responsive to local needs. Drive continuous improvement and performance monitoring, identifying opportunities to enhance delivery for resident benefit.
Financial Stewardship: Act as the Responsible Finance Officer. Ensure financial sustainability through effective budget preparation, long-term planning and oversight of reserves. Maintain oversight of financial administration and controls and ensure value for money across all services, assets and contracts, whilst identifying opportunities for income generation.	People and Culture: Lead and develop the staff team, shaping a positive, inclusive and high-performing culture. Oversee workforce planning, development, well-being and organisational capacity, and support Councillor inductions and ongoing development, so the whole organisation operates effectively and cohesively with a shared purpose.
Governance and Compliance: Safeguard the Council's integrity through ethical governance, statutory compliance and transparent decision-making. Strengthen risk management, health and safety and policy frameworks.	Engagement and Representation: Represent the Council across a wide network of partners, including higher tier councils, NALC, DALC, local organisations, businesses and voluntary groups. Strengthen community relationships and support civic events.

This provides a summary of the responsibilities; a full job description is provided at the end of this pack.

Experience and Attributes

Qualifications and Knowledge: • Degree level education or equivalent experience • CiLCA qualification • Understanding of local government governance and statutory responsibilities • Knowledge of finance, risk, HR basics and data protection	Communication and Relationships: • Politically aware, approachable and able to build trust • Evidence-led, clear and confident communication • Experience working with community groups, voluntary organisations and local networks • Able to build good working relationships with Councillors, staff and outside organisations • Able to build strong, cohesive and effective teams
Leadership: • Experience of leading people, services and projects • Public-facing experience in regulated or governance-led environments • Able to turn strategic priorities into deliverable plans • Track record of developing staff and driving high performance • Able to advocate strongly on behalf of the Council at county and other levels of local government	Personal Attributes: • Collaborative, values-driven and committed to public service • Able to balance perspectives, navigate complexity and maintain impartiality • Resilient and solutions focused • Positive attitude and decisiveness
Operational Management: • Strong organisational judgement, managing risk and competing demands • Skilled in meeting support (advice, agendas, reports and minutes) • Identifies risk early and advises constructively • Experience preparing and managing significant budgets	Desirable Extras: • Level 4 in Community Governance • Experience with local government • Relevant professional qualifications (e.g. finance, legal, project management) • Knowledge of the NALC council award scheme

This provides a summary of the personal attributes being sought; a full person specification is provided at the end of this pack.

Recruitment Process

Process	Date
Closing date for applications:	27 th November 2026
First Stage: • Tour and introduction to staff • Interview and 10-minute presentation to the panel on 'Dealing with conflict within the local council environment'	W/C 7 th December
Second Stage: • Candidates informed of result and offer made to successful candidate	Within 2 days of interview, unless informed otherwise
Third Stage: • Taking up of references for successful candidate • Submission of recommendation to Full Council for ratification	W/C 11 th January 2027
Anticipated start date:	ASAP

- Please read the guidance notes on the Application Form and the Equal Opportunities Form.
- Ensure all sections of the Application Form are completed. CVs will not be accepted as an alternative to the form.
- Save both forms using your name to identify them and submit to the Town Clerk's Assistant towncouncil@honiton.gov.uk before the closing date.
- Visual aids will not be permitted for the presentation.

Honiton Town Council thanks you for your interest in working with the Council and looks forward to receiving your application.

(Work Sponsorship: Unfortunately, the Council is currently unable to offer work sponsorship as it does not hold a Home Office sponsorship licence for visas and is therefore unable to process applications that would require a visa to work in the UK).

Job Description

Overall, Purpose

The Town Clerk and RFO is the Council's senior officer, Proper Officer and senior advisor, responsible for providing strategic leadership (as directed by town councillors), ensuring legal compliance and delivering effective governance and financial management in support of council objectives and community requirements.

The Town Clerk is responsible for ensuring the implementation of all instructions of the Council in connection with its functions as a local authority and is expected to advise the Council on and assist in the formulation of policies and procedures to be followed in respect of the Council's activities and to provide the information required for making effective decisions and policies.

The Town Clerk plays a pivotal role in shaping and working with town councillors to deliver the Town Council's vision, strategic plan and annual plan, through projects and operational activities, ensuring all activities and services provide value for money and are aligned with the best interests of the community.

Main Responsibilities

1. Governance, legal standards and professionalism

- Serve as the Council's Proper Officer, ensuring statutory duties and other provisions governing or affecting the running of the Council are observed and fulfilled, and operations are transparent, ethical and legally compliant (including safe working practices and compliance with employment legislation).
- Uphold the highest standards of governance, data protection and public accountability, and advise the Council on policy and procedure development and adoption.
- Ensure Council policies promote equality, fairness, and accessibility, including consistent and fair staff management and performance policies.
- Stay up to date about changes in legislation, statutory regulations and codes of practice, and subsequently advise the Council on potential impacts, consequences and required actions.

- Ensure lawful, efficient and cost-effective management, including health and safety practices, risk assessments, codes of practice and procedures.

2. Leadership, team management and organisational culture

- Act as passionate, loyal and innovative leader, who advises and collaborates with Town Councillors to deliver the Council's strategic direction, ensuring alignment with the annual and strategic plans and the community's long-term needs, reporting to Town Councillors regularly.
- Lead the Council's paid services team and provide clear direction, champion a positive and supportive culture and continuous improvement, that delivers value for money, high standards of service for residents, business and visitors.
- Act as line manager for the Deputy Town Clerk and Communications Officer
- Advise the Council on employment conditions, staff management issues (e.g. performance appraisal concerns, job evaluations, leave and disciplinary procedures).
- Lead staff recruitment, development, training and performance management (including well-being, fostering a culture of collaboration, innovation, and continuous improvement).

3. Financial planning, risk and asset management

- Ensure Council finances are managed in accordance with policy.
- Maintain effective financial controls and systems to prevent fraud, misappropriation or waste.
- Oversee the Finance Clerk's monitoring and balancing of accounts, audit preparation, VAT and reporting.
- Identify and secure external income opportunities through funding opportunities.
- Prepare annual income, expenditure and reserves budgets for Council consideration.
- Initiate forward planning, forecasting and general financial guidance.
- Provide risk management advice to Town Councillors, supporting responsible and transparent financial planning, and regularly review and advise on mitigation strategies.

- Ensure arrangements are in place for appropriate insurance cover for the Council's assets and liabilities.
- Maintain an up-to-date register of assets, including annual reviews, and advise on changes and actions (short, medium and long term).
- In collaboration with the maintenance staff, identify and plan for maintenance, replacement and improvements to the Council's property portfolio of vehicles and equipment, including financial provision.
- Oversee the implementation of regular inspections to identify maintenance needs and areas requiring attention and report back to Council.

4. Service delivery and operational management

- Manage the growing range of Town Council services efficiently and effectively, ensuring high quality, value for money delivery.
- Regularly review and update the Council's legal, operational and management frameworks.
- Oversee contract management, procurement and compliance across operational areas.

5. Administration, correspondence and records management

- Receive correspondence and documents on behalf of the Town Council and respond as necessary in accordance with delegated authorities.
- Maintain and secure all Council information and legal records (including leases, tenant liaison and reviews as necessary for proper management of Council property).
- Act as designated officer for Freedom of Information Act and GDPR matters.

6. Project management, planning and town development

- Manage and monitor Council projects as required, ensuring objectives are met efficiently and effectively.
- Lead delivery of key Town Council projects and initiatives, including heritage priorities, environmental enhancements and community infrastructure improvements.

- Support neighbourhood planning and long-term infrastructure frameworks that reflect residents' aspirations.
- Support planning matters, including regional and national consultation responses.

7. Meetings, events and civic functions

- Ensure attendance at all Town Council meetings, including the timely preparation of agendas (in consultation with the appropriate Chair), produce reports, attend or be represented at all such meetings to record attendances and minute decisions.
- Offer advice and recommend appropriate actions when necessary.
- Ensure the successful organisation and delivery of events in liaison with the Communications Officer and attend as and when required.
- Arrange time off in lieu of additional hours worked, in agreement with designated Councillors.
- Contribute to the Council's public engagement and representation.

8. Communications, identity and reputation

- Promote a strong and recognisable identity for the Town Council, reflecting professionalism and transparency.
- Ensure the Council's website is maintained with current, relevant information in line with transparency and accessibility regulations.
- Oversee communications, public relations and media relations (including the Town Council's social media pages), ensuring Town Councillors and the public are well informed and engaged.
- Act as an ambassador, build effective relationships and maintain positive public perception, that promote and protect the Council's reputation, public identity and civic pride.

9. Quality, performance and continuous improvement

- Embed a 'quality first' ethos across all Town Council operations
- Develop and maintain a performance management framework, reporting progress against strategic objectives and priorities.

- Lead the Town Council in maintaining Local Council Award Silver Scheme accreditation and working towards the achievement of gold status.

10. Additional responsibilities

- Undertake any other duties, as required, commensurate with the level of the post, supporting the Council's objectives and operations.
- Be the holder of relevant licences required for Town Council activities.
- Maintain confidentiality on matters deemed confidential by the Town Council.
- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through a process of continual professional development, including attendance at conferences, training courses and seminars, as required by the Council.
- Undertake such other responsibilities and functions as may reasonably be required from time to time by the Council and by the demand of day-to-day office routine and business, commensurate with the duties and responsibilities of the post.