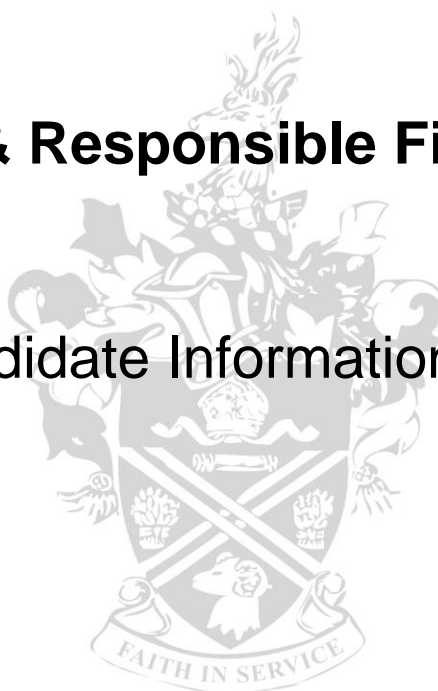




Town Clerk & Responsible Financial Officer

Candidate Information Pack



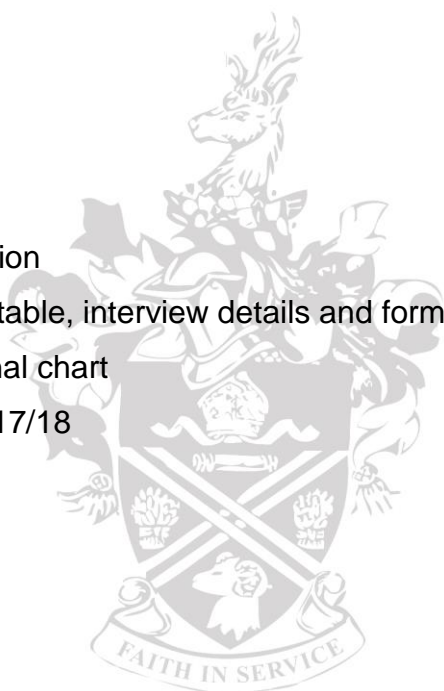
Didcot Town Council

Appointment of Town Clerk & Responsible Financial Officer

Candidate Information Pack

Contents

1. Advertisement
2. Job description
3. Person specification
4. Recruitment timetable, interview details and format
5. Staff organisational chart
6. Annual report 2017/18
7. Budget 2018/19
8. Application form



Recruitment of Town Clerk & Responsible Financial Officer



Salary Scale LC4, SCP 52, £47,194 to SCP 60 £58,726 per annum (depending upon experience and qualifications)

Didcot is a rapidly growing and fast developing town situated in South Oxfordshire with a population of more than 27,000.

The Council is seeking to appoint a forward thinking and proactive Town Clerk to take responsibility for all aspects of the managerial, administrative and financial operation of the Council, including acting as Responsible Finance Officer and Proper Officer.

Applicants must be able to demonstrate that they have extensive managerial and financial experience. The Council has a budget in excess of £1,000,000 and is subject to the associated accounting procedures. Candidates should have a more than sound knowledge of local government law and procedures, hold a relevant professional qualification and show that they have or can obtain the Certificate in Local Council Administration. The Council holds the General Power of Competence and wishes to do so in the future with a suitably qualified Clerk.

An essential car user allowance will be payable and the post holder will also act as Treasurer/Secretary for the Didcot Civic Hall Management Committee.

The closing date for the receipt of applications is Thursday 19th April 2018 at 12 noon; interviews are planned for Wednesday 2nd May, and the start date is expected to be between June and September 2018 [dependent on notice period of successful candidate] .

The application pack is on our website at www.didcot.gov.uk. Alternatively, to request an application pack or an informal discussion about the post contact Didcot Town Council, Britwell Road, Didcot, Oxfordshire, OX11 7HN, telephone 01235 812637 or email council@didcot.gov.uk.

Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

Job Description



Job Title: Town Clerk & Responsible Financial Officer

Accountable to: The Council as a corporate body.

Objective: The Town Council strives to provide the community of Didcot with good quality services and to maintain these services to a high standard. The Town Clerk will ensure the delivery of these services.

Job Summary: To actively promote and implement the council's policies and act as the council's proper officer and responsible finance officer to ensure that the administration and management of the council's affairs, projects and functions are carried out effectively and in accordance with statutory and other provisions. The Town Clerk is responsible for policy and legal advice to the council, for the efficient financial administration of the council and for supporting the administration and management of the council's services, forward planning, projects and affairs. Some tasks of the council will be carried out by other employees, but the Town Clerk has overall responsibility. The Town Clerk will also be required to serve as secretary and treasurer of the civic hall and be responsible for all legal, financial and other advice to the management committee.

Main Duties and Responsibilities:

1. To undertake duties as the council's proper officer and responsible finance officer.
2. To ensure compliance with legal, statutory and other provisions governing or affecting the running of the council are complied with.
3. Preparation of agendas for meetings of the council, committees, sub-committees of the council and the annual town meeting.
4. Attendance at meetings of the council, committees, sub-committees of the council and the annual town meeting or ensuring adequate cover for the meetings is provided.
5. Preparation of minutes and reports of the council, committees, sub-committees of the council and the annual town meeting.
6. Execution of all council and committee decisions.

7. To monitor the implemented policies of the council ensuring that they are achieving expected results and, where appropriate, suggest modification.
8. To ensure that all matters relating to the functions of the council are carried out.
9. To advise and assist the council in making effective, legal decisions.
10. Compliance with all statutory requirements for the safe custody of all documents, deeds, records and burial registers.
11. Responsibility for the council's health and safety and equal opportunities policy and for updating the policies as required.
12. Day to day management of the council offices.
13. To ensure that all requirements of employment legislation are adhered to and to be responsible for all aspects of the management and employment of staff, including recruitment, dismissal and monitoring of performance, training and development by regular appraisal and otherwise.
14. Preparation of the annual budget for submission to the council and the annual accounts in accordance with financial regulations.
15. Management of financial records including PAYE, VAT, banking and investment accounts.
16. Monitoring and control of budgets for appropriate committees and projects.
17. Responsibility for all contracts and for ensuring that they comply with standing orders.
18. Maintenance and management of all insurance policies in accordance with the register of the council's property, functions and activities, ensuring the council is adequately insured at all times.
19. Actively promote and support all the activities and policies of the council.
20. Management, monitoring and control of town council facilities, service agreements and any partnerships entered into by them.
21. Ensuring that any licensing requirements relating to town council facilities are complied with at all times.
22. Liaising and representing the council with the public, other public bodies and organisations.
23. Overseeing the communications, publications and consultations of the council.
24. Ensuring effective relationships with the media and taking responsibility for issuing press reports in consultation with the mayor/leader.
25. To be the council's lead officer for future projects and preparing the council's forward planning strategy.

26. To attend training courses on the work and role of the clerk as required by the council.
27. To deal with any other matters as may reasonably be required by the council.
28. Responsibility for all civic functions.

Working Relationship: Close working relationships will be maintained with other members of staff, members of council, other councils and statutory and non-statutory groups.

This job description is not exhaustive and may be subject to review as the council may direct.



Town Clerk and Responsible Financial Officer

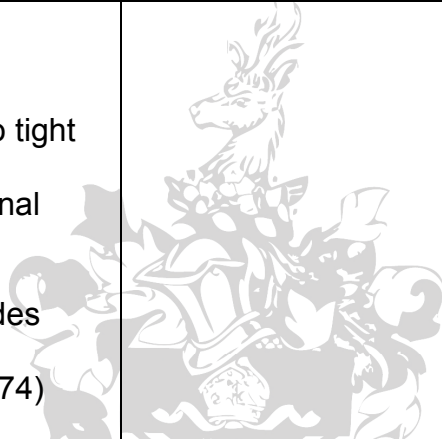
Person Specification



Essential Knowledge and Skills	Desirable Knowledge and Skills
Experience and knowledge of Local Councils and Local Government	
Considerable experience and/or knowledge of Local Councils with an appreciation of the role and strategic importance of local councils within Local Government	Considerable direct experience working at a senior level within a Town or large Parish Council
A demonstrable commitment to public service and an ability to deliver appropriately within the current public service environment	An ability to work effectively with Councillors within a political environment
Experience and knowledge of working in a similar working environment	
Relevant work experience demonstrating the ability to work in a small organisation delivering a broad range of significant and successful outcomes	Relevant work in a similar organisation linked directly to providing community services or assets
Credibility and experience in delivering compliance work with successful implementation of risk management frameworks	Experience as a Proper Officer (or similar) or as the person responsible for legal compliance in an organisation
Credibility and experience of successful asset management	Experience adopting and transforming a significant portfolio of assets
Track record of successfully introducing and managing organisational change	Experience of managing through to implementation a broad range of new services and assets

Experience of managing successful projects	Experience of project management in constructing and bringing into operation community facilities
Qualifications or equivalent experience needed for credibility within this senior position	Significant qualifications and experience demonstrating high level legal and strategic thinking and other relevant competencies
A willingness to undertake any necessary training to gain a greater understanding of relevant legal and procedural issues	
The Certificate of Higher Education in Community Governance or The Certificate in Local Council Administration (CiLCA) including the General Power of Competence module or commitment to undertake this as a priority in the first 12 months	
A broad range of recent and relevant training demonstrating a commitment to learning and development	
IT Literacy and Communication Skills	
Demonstrable skills and experience to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person and both formal and informal	Experience representing an organisation in high profile and formal settings
Strong and proven research and communication skills, in particular public engagement communications, reports, surveys and business and project plans	
Significant experience working with the media	
Competent user of standard IT software (Word, Excel, Publisher)	Familiar with IT software for Local Government finance, payroll, facility bookings, HR management and mapping
A strong appreciation of the value of modern communications	Direct experience of successfully delivering website and social media content

The ability to provide minutes, agendas, reports and a range of other written material using clear, concise and appropriate English	
Team Leadership and Organisational Development	
Significant experience managing and developing senior staff with proven outcomes	
Demonstrable support to develop the skills and knowledge of non-staff stakeholders	Significant support to Councillors, Boards, Community Groups or similar
High level ability to identify and secure developmental support of expertise where needed	Track record of securing appropriate and successful external financial, legal or other expertise
Financial Skills	
Experience delivering an organisations business and projects efficiently to budget with significant individual authority	Experience of Local Council finances, being publicly accountable for an organisations financial affairs and with significant delegated authority
Familiar with finance reporting using specialist software	Experience of producing Local Council year end returns and the management of the audit process
Experience of budget setting and management	
Track record of securing funding and putting together business cases	Experience of comprehensive responsibility for all stages and aspects of successful project delivery
Efficient manager of resources with excellent risk management skills	
Track record of competently overseeing and reporting all finance matters	
Event Management	
Experience of efficient management of events	Broad experience of delivering events and community based engagement activities

Civic Procedure	
A knowledge of Civic roles and responsibilities	Experience supporting Civic and Ceremonial public service roles
Other Interpersonal Skills	
Credibility and competency to deal with the public, Councillors, staff and at a senior level with a range of partners including local authorities, community organisations business and Government	
Politically aware and diplomatic	
Other Personal Skills	
<p>Self-motivating</p> <p>Excellent organisational skills</p> <p>Able to prioritise</p> <p>Able to meet targets and deliver to tight deadlines</p> <p>Flexibility for evening and occasional weekend working</p> <p>Car driver and owner</p> <p>No disclosable convictions (excludes spent convictions under the Rehabilitation of Offenders Act 1974)</p>	



Town Clerk: Recruitment Timetable, Interview Details and Format

Closing Date for Applications: 12 noon on Thursday 19th April 2018

Completed Application forms to be sent to: The Leader, Didcot Town Council, Britwell Road, Didcot, Oxon, OX11 7HN and marked 'Private & Confidential', electronic applications to be emailed to leader@didcot.gov.uk

Shortlisting: Shortlisting will take place Friday 20th April 2018

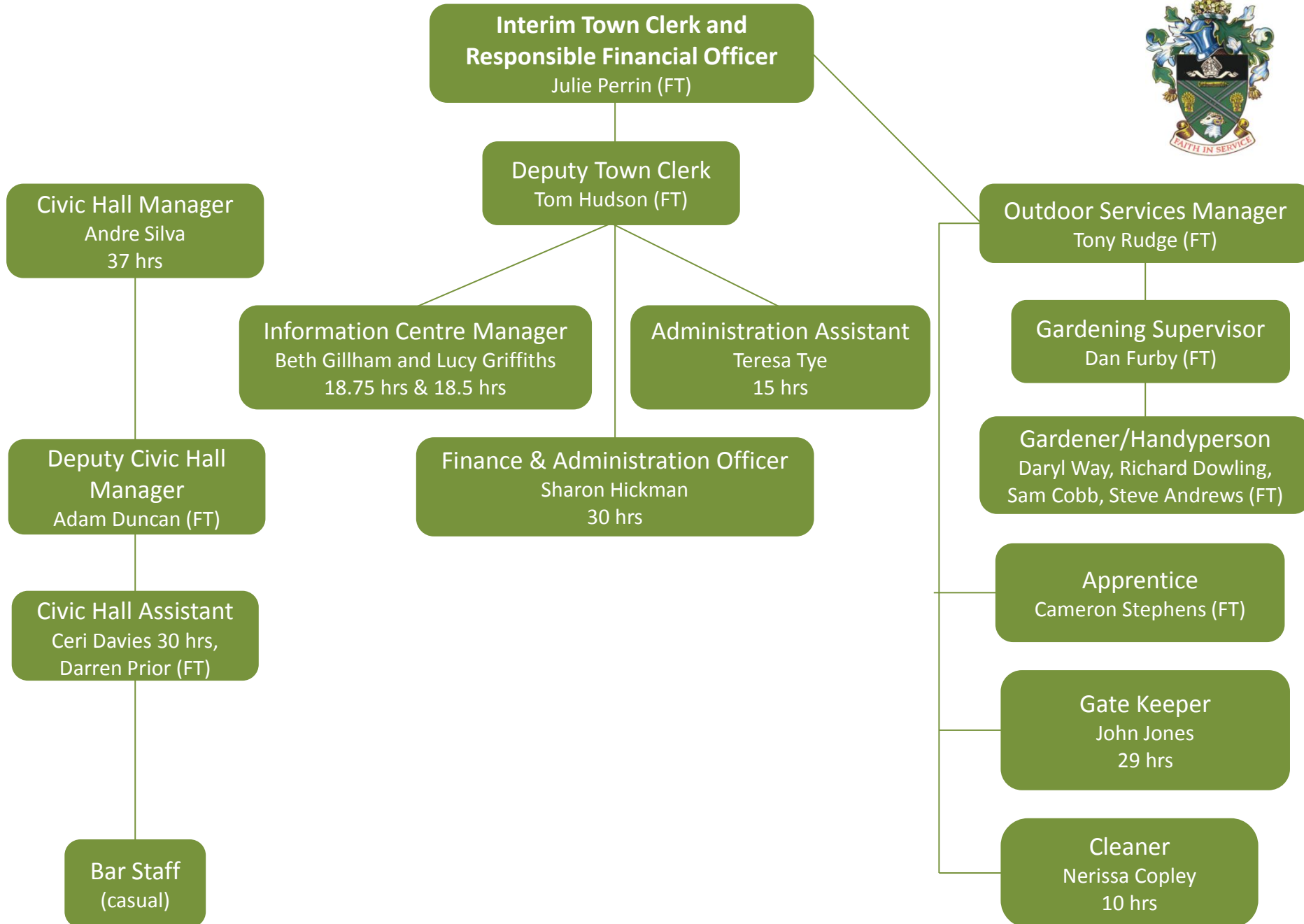
Interview Date: It is planned that interviews will take place Wednesday 2nd May 2018

Interview Location: Civic Hall, Didcot

Interview Format for Shortlisted Candidates: A presentation, up to a maximum of 10 minutes, on the subject of "Transition to Garden Town Status". There will also be a short test followed by a formal interview with the appointed panel of three council members

Appointment Date: The position is vacant and employment is expected to commence between June and September 2018 [dependent on notice period of successful candidate]

Didcot Town Council Organisation Chart





Didcot Town Council Annual Report 2017/2018



Contents

Mayor's Report	Page 1
Leader's Report	Page 3
Report from the Chairman of the Finance and General Purposes Committee	Page 4
Report from the Chairman of the Environment Committee	Page 5
Report from the Chairman of the Planning and Development Committee	Page 8
Councillors	Page 11
Staff	Page 15
Balance Sheet	Page 16
Feedback Form	Page 18

Mayor's Report

From the moment I became Mayor, in May 2017 I have had the most amazing, interesting, busy, rewarding and exciting year in my term of office.

My Mayoral year began with great interest in Didcot from around the UK and abroad, because Didcot had recently been classified as the most normal town in the UK! I was invited to speak on a documentary being made for Dutch television, with regards to being the Mayor of the most normal town in the UK. This in itself was an exciting challenge as I had never been interviewed for a TV program before! Radio and newspaper interviews also followed!



I will still say that, we may have been seen as normal to the outside world due to the statistics, but Didcot is far from that. Many residents within the town each have their own unique capabilities and quirks. We have a great shopping centre that is expanding rapidly and many shops will soon be opening in the spring of this year. We have the Cornerstone Art Centre, a Cinema, we have leisure facilities, and an abundance of parks and open spaces to be enjoyed by everyone, whether from Didcot or further afield. So I'd say look beyond normal and really see what Didcot has to offer!

As my term started, I began to get inundated with invitations to attend events both in and around Didcot and from other Towns in Oxfordshire. I have been extremely lucky in receiving these invites, from organisations which otherwise I would probably never have heard about. The amazing school's choir of Voices in the beautiful Dorchester Abbey, an evening spent with Oxfordshire's finest young musicians at their yearly Awards Ceremony, Beat of the Retreat at the Bicester Army Barracks, historical walk around Banbury, and so much more.

I have interacted with many amazing local organisations, attending their functions and hopefully raising awareness of their fantastic work wherever possible - RESTORE, Meadows Care Home, TRAIN youth project, Didcot Hospital, Balsam Family Project, the local business community, and many others, where I have enjoyed getting to know new people and representing Didcot at their events.

I've "tried" to dance at the local Silver Slipper Club, though successfully failed, however I do have a knack of winning raffle prizes!

I would like to mention my 2 nominated charities - Crohns & Colitis (Oxfordshire) and Didcot (2410) Air Cadets - for whom I have been raising both awareness and much needed funds for them. Both are very close to my heart - my dear friend Julie Andrews suffered with Crohns, and actively raised funds during her lifetime. Unfortunately Julie passed away from pancreatic cancer, and asked that I continue with fundraising, hence I nominated the Oxfordshire branch of Crohns & Colitis as one of my Charities. Then the Didcot Air Cadets, my son attended here from age 13 up until he turned 19. The opportunities available to our young in Didcot are second

to none - flying, gliding, shooting, swimming, radio controls, aviation studies, first aid, road marching, so much is offered. Then the other side is how the Air Cadets help locally, marshal events, litter pick, assist putting up tents at the hospital fete, and again removing, they give back to the community in several ways.

It has been an absolute honour and privilege to be Didcot Mayor for the year, I have thoroughly enjoyed my time representing the townsfolk of Didcot. It has also been an honour to have officially opened up new premises, The Station Garden restaurant, the new Asda store, Martin & Co Estate Agent, the refurbished Didcot Pet Store, every opening brings success, business and customers into Didcot. Didcot is a growing and thriving community, one which I am proud to be associated with.

I would also like to thank all the hard-working staff from the Didcot council offices, and those that work at the Civic Hall, as without these wonderful people it would've been much more hard for myself to keep on top of my diary etc! And finally, thanks to both of my children who have been a great asset to me during my term in office.

Councillor Jackie Billington
Mayor of Didcot
March 2018

Leader's Report

This time last year the Town Council unanimously voted against the SODC plans to build on our green open space on Ladygrove, which resulted in the District Council removing the proposal from the Garden Town Project.

The Didcot Garden Town Project is still very much alive. It may seem that there is nothing going on, but I can assure our residents that the District Council are working vigorously to move the project forward.



With the growth of the Town beyond its current boundary, I will be lobbying both South Oxfordshire and the Vale of White Horse District Councils to move the Town Boundary to include both Great Western Park and the planned Valley Park developments up to the A34.

The Town Council are investing in 3 projects of its own this year:

- The rebuilding of the Council Yard, associated storage and welfare facilities on Edmonds Park
- Undertaking a public consultation on the dilapidated changing and shower facilities on Edmonds Park
- Undertaking a public consultation on the dilapidated changing and shower facilities on Lloyd Recreation Ground

I would take this opportunity to thank the Officers, Civic Hall Staff and our Outdoor Team for another excellent year.

I also thank all of the Armed Forces and their families, Police, Fire Brigade, NHS and Schools as well as all of our volunteers, for the hard work they put into making our Community a safe and better place to live.

Councillor Bill Service
Leader of Didcot Town Council
March 2018

Report from the Chairman of the Finance and General Purposes Committee



Last year, I highlighted the sorry state of the sports changing facilities on Edmonds Park and Loyd Recreation area. They're currently in a terrible state, give a really bad impression of the town and will eventually become completely unfit for purpose. It would be unacceptable not to do anything, as that would deprive local sports teams of the opportunity to compete in their respective leagues. Didcot Town Council will move forward with the re-development of these facilities.

Didcot Town Council's sources of income are limited, with the vast majority of its funding coming from Council Tax receipts. This year, the Finance and General Purposes Committee recommended a modest increase of 5 pence for the entire year, for an average band D property.

The Town Council's objectives are, as you would expect, addressed by this budget; as well as continued support for the Civic Centre, it provides for a Town Fayre, which is in the process of being planned by a committee of the Town's residents, and it will improve Didcot's recreational areas. Smallbones recreation ground will see new facilities installed, refurbishments will be made to the skate park and the playing fields at Edmonds Park will be re-seeded. Works will be carried out to improve our allotments and new bus shelters will be installed at certain places around the town. CCTV cameras covering Cow Lane bridge and the surrounding area of Ladygrove Park will be installed with the aim of improving residents' personal safety and reducing antisocial behaviour.

The proposed budget also continues to provide sizable community grant aid support. As I've outlined previously, Didcot's budget remains relatively generous when compared to other large town councils in Oxfordshire and over the coming year I hope to see more applications where part funding has been secured before an application has been made to Didcot Town Council.

Councillor Dr Simon Clarke

Chairman of Finance and General Purposes Committee

March 2018

Report from the Chairman of the Environment Committee



Anyone who's involved with the council will be well aware that over the past year the environmental team have been subject to more speed bumps than in recent memory.

That makes me all the more proud when I say that the combination of both Conservative and Labour Councillors (who freely gave up innumerable hours with their families) and the Officers (who went above and beyond) have managed to turn this challenging period into one of the best years this committee has ever had.

I appreciate that a statement like that is easy to say and to be honest probably expected within a document like this, but the sheer number and quality of the town improvement projects completed/budgeted in the previous 12 months really is quite astounding.

I have listed what I feel to be some of the Key projects below and why I felt they justified our 5p annual increase in tax.

Allotments:

- New fences installed at New Road Allotment
 - A security risk that we felt was overdue being replaced
- New Water troughs on hard standing bases
 - They hadn't been replaced in years and most were sinking, as they weren't on an appropriate base
- New Notice Boards at each site
 - Plot holders had said on more than one occasion that they wanted to be kept aware of rules, key dates, and contacts. These notice boards will provide them with all the information they need
- Half sized plots introduced to encourage new users and retain the less able
 - One of the key factors in people not becoming an allotment holder was the inability to take on a full plot. So the committee agreed to simplify the process and then promote half sized plots, which could be managed with a reduced time commitment
- Re-pegging of each allotment plot to standardise them
 - Holders were paying the same amount despite the plot's being of differing sizes. Budget and time was allocated to rectify this
- Creation of pathways that could be used by people of all mobility levels
 - The Re-pegging project will also enable the Council to reinstate suitable pathways and reduce the risk of injury. These will then continue to be cut by the council to ensure on-going risk mitigation
- A fairer deposit scheme was instigated to ensure new holders receive a higher standard of plot
 - New holders will pay a small deposit similar to that paid when renting. If the

plot is returned in a similar state to when it was given the deposit is returned if it isn't then that money will be used to pay for the work to bring it back up to a suitable standard for the next Holder

Parks and green spaces:

- Marsh Rec – New play park installed with partial funding from WREN
 - To me the importance of this project is easily seen if anyone has walked or driven past the park. Local families now have somewhere to go that does not require travel or spending money
- Smallbones Rec – Allocated funding for a new play park
 - This is the last park in Didcot to be refurbished by the council and will ensure that families across the town have parks they can be proud of
- Smallbones Rec – Designated this land as a Centenary field
 - Given the amount of development within Didcot I am glad to have been involved in placing protection around Smallbones Rec from future speculative development
- Ladygrove play area – Budget allocated to repair the large climbing frame
 - Without this investment the climbing frame would have been closed off and unavailable for use
- Edmonds Park and Loyd Rec – Football pitches are to be treated and reseeded
 - Didcot has a tremendous sporting pedigree and our youth deserve suitable pitches to play on
- Edmonds Park and Loyd Rec – Professional fees for developing new Pavilions
 - Having used these changing rooms many years ago I strongly felt something desperately needed to be done to improve the quality. This budget will enable that process to move forward
- Stubbings land – Removal of barriers
 - Initially implemented when mobility scooters were not as prevalent the council chose to rectify this limitation around access
- Didcot Skate Park - Budget allocated to its refurbishment
 - Last refurbished in 2011, the Skate Park is one of the areas most utilised by teenagers from both Didcot and the surrounding villages. It was starting to badly show signs of wear and tear from 7 years of usage so in a pre-emptive act we chose to refurbish it before something broke or cracks appeared
- Didcot War Memorial – Budget allocated to the refurbishment of the garden of remembrance
 - Given the increasing number of people turning up to show their respect to the dead each year the committee felt it would be prudent to improve the area

Miscellaneous:

- New bus shelter installed opposite Ladygrove shops
 - Residents were asked to put forward existing bus stops that they felt adding a shelter would make a significant impact
- Budget allocated to another bus shelter for the upcoming year
 - The positive response to the 2017/18 project let us to renew it for another year
- CCTV cameras covering cow lane bridge and the surrounding area
 - As one of the two key routes linking Ladygrove with the rest of Didcot it is

regularly used by people at all times of the day and night. I hope that this project will dramatically increase the feeling of safety from those people using the tunnel

- Ladygrove Lakes – New signage and eco-tablet treatment of the water.
 - To continue improving the quality of the Lakes the council invested in eco-tablet treatments and after seeing significant improvements agreed to renew this process. The signs will look to inform what foods are most suitable for the birds and should reduce the damage caused by bread
- Depot Rebuild - Project fees and Temp accommodation
 - A recent review of our facilities showed that our outdoor services staff were not being provided with appropriate equipment or base of operations. To ensure this was rectified as rapidly as possible the council have begun to undertake a project to rebuild the Depot to meet appropriate standards

Key improvements to council procedures

- Sports teams now have 30 days following the first booking to pay for the pitches rather than having to find the money in advance
 - The hope is this will help with the teams cash flow and provide the a more predictable schedule of income for the council
- Clause added to credit bookings that were cancelled by the referee
 - Teams should not be penalised for situations out of their control
- Reduction in overall park and allotment maintenance budget
 - Actions were taken to review where we could save money by using our own staff rather than external workers and a number of savings were identified which would not impact the quality of service provided
- Recurring events (if the same as the last years event) can now follow a simplified booking process
 - This was a relatively small change but it should significantly reduce the workload on both the organisations trying to book an event and the officers who process them

Councillor Steve Connel
Chairman of the Environment Committee
March 2018

Report from the Chairman of the Planning and Development Committee

Didcot Town Council's Planning and Development Committee typically meets every 3 weeks, usually on Wednesday evenings.

The committee is a statutory consultee to South Oxfordshire District Council. The committee does not determine the final outcome of applications, instead it makes a recommendation to SODC for consideration. Any applications where the recommendation of DTC and the assigned SODC officer conflict will usually then be determined by the SODC planning committee. In these instances one or more DTC Councillors will attend to present the committee's case.



For the committee to recommend refusal of any application, we must be able demonstrate sound material planning considerations. The committee may also pass comment asking for certain aspects to be considered, without a recommendation for refusal.

This is my second year as the chairman and each year has brought its own challenges.

The vast majority of the applications reviewed, are house-holder applications for extensions, conservatories etc.

We have continued to see a substantial number of applications for infill development. Infill development is the construction of one or more dwellings in a gap in an otherwise built up frontage of closely surrounded other buildings.

The committee finds most infill development acceptable but, we are looking to ensure such applications meet the required number of parking spaces, as set by Oxfordshire County council, the minimum amenity space and distances to neighbouring properties as set out by the SODC design guide. The committee will also consider if the application is likely to cause a loss of light or privacy to neighbouring dwellings.

We have seen 2 larger scale housing applications decided over the last year.

We saw the approval of an application for up to 166 houses on land between the A4130 and Great Western Park.

The committee accepted the principle of development on that site but, recommended refusal on the grounds of Highways safety. The application proposed a new un-controlled junction onto the A4130 and it was felt that due to traffic levels and speeds on the A4130 the proposed access would be unsafe. The committee requested that the developer consider consulting with the land owner, to take access from the roundabout at the entrance to GWP. Regrettably the developer refused and the application was approved at SODC committee as there was no objection from

Oxfordshire County Council Highways.

The refusal of 135 homes on land to the south of Park road was gratefully received by DTC and residents. The committee had recommended refusal on the grounds of traffic generation and impact on the view from the North Wessex AONB. The application was refused by the SODC planning committee after a recommendation for approval by the SODC case officer. The application is currently under appeal with a hearing expected later this year.






The application for Park Road is a good example of one of the issues currently facing Didcot Town Council. With most of Didcot's boundaries being the built up to the boundary line, the applications coming forward for housing around the town are actually falling within to the neighbouring parishes of, East Hagbourne and Harwell; this leads to DTC having a limited representation at a SODC committee meeting.







An application for 84 homes on land East of St Hughs is currently under consideration with SODC with a decision expected in the coming weeks. This application is another example of an application that falls within the parish of East Hagbourne but directly borders Didcot. DTC's planning committee is supporting East Hagbourne parish council in its recommendation for refusal.

With development due to begin on Ladygrove North East later this year, the committee has already started to receive reserved matters applications, these are likely to continue throughout the build out.

Councillor Anthony Dearlove
Chairman of the Planning and Development Committee
March 2018

Councillors

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 Alan Thompson	3 Cronshaw Close OX11 7JT T: 01235 202652 Email: alan.thompson670@ntlworld.com
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 Neville F Harris	180 Abingdon Road OX11 9BP T: 01235 511363 Email: nevhar@aol.com
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Staff

- Julie Perrin ~ Interim Town Clerk
- Tom Hudson ~ Deputy Town Clerk
- Tony Rudge ~ Outdoor Services Manager
- Sharon Hickman ~ Finance & Administration Officer
- Beth Gillham /Lucy Griffiths ~ Information Centre Manager
- Teresa Tye ~ Administration Assistant
- Dan Furby ~ Grounds Supervisor
- Richard Dowling ~ Grounds
- Steve Andrews ~ Grounds
- Darryl Way ~ Grounds
- Sam Cobb ~ Grounds
- Cameron Stephens ~ Apprentice
- John Jones ~ Gatekeeper
- Neressa Copley ~ Pavilion Cleaner

Contact details

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website ~ www.didcot.gov.uk

Facebook ~ www.facebook.com/DidcotTownCouncil/

Twitter ~ twitter.com/DidcotTC

Balance Sheet

Unaudited accounts as at 7th March 2018

Year end 2017 £		2018 £
	Current Assets	
86,908	Debtors	15,340
1,052,643	Cash at Bank and in-hand	1,270,361
1,139,551	Total current assets	1,285,701
	Current Liabilities	
152,343	Creditor and accrued expenses (Repayable within one year)	52,470
987,208	Net Current Assets (Total Assets less Current Liabilities)	1,233,231
	Capital and Reserves	
123,072	Current Year Fund	246,023
864,136	General Reserves	432,720
	Earmarked Reserves	554,488
<u>987,208</u>	Total Equity	<u>1,233,231</u>

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Feedback

Please use this form to provide feedback or ask a question about any service provided by Didcot Town Council, South Oxfordshire District Council or Oxfordshire County Council. You can also include any comments you may have on the Annual Town Meeting.

Name:	Telephone:
Address:	
Email:	
Comment:	

Return to:

Didcot Town Council
Britwell Road
Didcot OX11 7HN
E-mail: council@didcot.gov.uk
Telephone: (01235) 812637

or deposit in the box located in the entrance hall.

For Office Use Only

Response Required: Y/N
Date Responded:
Forwarded to:
Actioned by:

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Budget - 2018/2019

	<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
	<u>Budget</u>	<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Next Year Budget</u>
101 Central Administration					
1101 Admin Salaries	185,000	167,943	187,000	92,640	151,000
1102 Agency Staffing	0	0	0	29,240	41,000
1108 Training and Conferences	6,637	6,637	6,000	4,785	6,000
1109 Staff Travel	2,000	1,809	2,000	907	2,000
1111 Rate Admin Offices	6,684	6,292	6,700	5,126	6,700
1112 Utilities Admin Offices	8,568	8,568	8,600	5,017	8,800
1113 Office Cleaning	2,700	2,700	2,700	1,575	2,700
1121 Telephone/Fax/Internet	3,436	3,436	3,200	1,540	3,200
1123 Stationery	2,300	2,083	2,800	1,097	2,800
1124 Subscriptions	4,442	4,442	4,200	3,826	4,500
1125 Insurance	9,435	9,435	9,200	9,545	9,200
1126 Photocopier	3,881	3,881	4,000	2,388	4,000
1127 Alarm Maintenance	500	0	500	0	500
1128 Postage-Franking	3,000	2,956	2,700	1,347	2,700
1129 Miscellaneous Admin Costs	750	357	250	61	250
1130 Recruitment Advertising	1,500	775	900	1,196	900
1131 Other Advertising	0	0	800	0	800
1132 Outside Service Provider HR/HS	3,520	3,520	2,700	3,642	3,500
1160 IT Maintenance/Website	8,677	8,677	9,000	6,948	10,000

Continued on Page 2

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
1171	Contingency	14,989	13,129	30,000	0	30,000
1197	Office water cooler	0	0	170	110	170
1346	Food Compostable Bags	1,200	0	600	0	0
	OverHead Expenditure	269,219	246,639	284,020	170,988	290,720
1182	Civic Hall Insurance Cont	2,000	2,000	2,000	2,000	2,000
1195	Miscellaneous Income	0	29	0	2	0
1396	Food Compostable Bags - Income	1,500	445	700	0	0
	Total Income	3,500	2,474	2,700	2,002	2,000
	Total Income	0	0	0	0	0
101	Net Expenditure	265,719	244,166	281,320	168,985	288,720
102	Civic and Democratic					
1205	Members Training	1,500	200	800	130	800
1206	Mayors Allowance	3,000	3,000	3,000	3,000	3,000
1207	Room Hire	2,673	2,673	2,800	1,223	2,800
1209	Mayoral Chain Replacement	0	0	0	0	3,000
1235	Civic Functions	3,000	1,261	2,200	1,147	2,200
1236	WW1 Commemoration	500	0	500	0	0
1268	Election Fund	2,000	0	5,500	0	5,500
	OverHead Expenditure	12,673	7,134	14,800	5,501	17,300
102	Net Expenditure	12,673	7,134	14,800	5,501	17,300

Continued on Page 3

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
104	<u>Community Services</u>					
1241	Council Newsletter	500	0	1,000	0	0
1243	PCSO Funding	17,033	17,033	17,343	8,687	17,721
1268	Election Fund	2,000	0	0	0	0
1271	CCTV Contribution	10,500	7,920	8,924	4,462	10,830
	OverHead Expenditure	30,033	24,953	27,267	13,148	28,551
	104 Net Expenditure	30,033	24,953	27,267	13,148	28,551
105	<u>Corporate Management</u>					
1152	Bank Charges	500	357	500	217	500
1155	Internal Audit	1,800	1,014	1,800	-293	1,800
1157	External Audit	3,000	2,000	3,000	2,000	3,000
1158	Legal & Professional Fees	4,000	1,497	4,000	3,435	4,000
1159	Accounting Support	1,500	293	1,500	903	1,500
	OverHead Expenditure	10,800	5,160	10,800	6,262	10,800
	105 Net Expenditure	10,800	5,160	10,800	6,262	10,800
108	<u>Community Centre Support</u>					
1764	Civic Hall Revenue Grant	37,500	37,500	37,500	21,875	37,500
	OverHead Expenditure	37,500	37,500	37,500	21,875	37,500

Continued on Page 4

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
1769	Willowbrook Contract Income	78,349	81,607	78,400	46,125	78,400
	Total Income	78,349	81,607	78,400	46,125	78,400
108	Net Expenditure	-40,849	-44,107	-40,900	-24,250	-40,900
109	Capital and Projects					
1940	Building Maintenance Fund	50,000	15,341	46,330	0	25,000
1944	Christmas Lights	15,214	15,214	15,000	9,099	15,000
1947	Office Equipment & Furniture	0	0	1,000	344	1,000
1948	PWLB-Repayments	122,604	122,604	122,604	61,302	122,604
1951	New Website Build & Transfer	0	0	0	0	2,600
	OverHead Expenditure	187,818	153,158	184,934	70,745	166,204
109	Net Expenditure	187,818	153,158	184,934	70,745	166,204
120	Other Costs & Income					
1176	Precept	916,530	916,529	960,822	960,822	0
1196	Interest Received	5,000	12,026	14,634	334	2,000
	Total Income	921,530	928,555	975,456	961,156	2,000
120	Net Expenditure	-921,530	-928,555	-975,456	-961,156	-2,000

Continued on Page 5

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
201	<u>Arts & Grants-Empowered</u>					
2165	Remembrance Parade & Service	0	0	0	0	650
2168	Grant L/Grove C C	2,850	2,786	2,800	2,873	3,000
2187	Summer Fayre	0	8,341	9,000	0	5,000
3188	Grant Aid Fund	36,803	36,803	38,500	18,344	38,000
	OverHead Expenditure	39,653	47,929	50,300	21,217	46,650
	201 Net Expenditure	39,653	47,929	50,300	21,217	46,650
301	<u>External Works-Central Costs</u>					
3101	Salaries - Basic	215,435	215,305	223,000	113,441	226,000
3103	Events Staffing	1,935	1,935	1,800	381	1,800
3104	Agency Staffing	0	0	0	2,561	0
3108	Staff Travel	2,000	1,983	2,000	1,059	2,000
3120	Protective Clothing	2,869	2,869	2,700	3,174	3,500
3124	Telephone-Works	250	160	250	83	250
3127	Subscriptions	200	105	200	37	200
3140	Vehicle Insurance	2,630	1,723	2,630	2,438	3,300
3141	Vehicle Fuel	3,600	3,224	3,600	1,623	3,600
3142	Vehicle Road Fund Licence	360	0	0	0	0
3145	Machinery Costs	9,867	9,867	9,500	2,848	9,500

Continued on Page 6

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
9034	Small Pick-up Lease	2,741	2,740	2,740	2,234	4,400
9039	Iseki Tractor - HP	5,700	4,919	5,700	2,884	5,700
9045	Ride on Mower	6,579	6,523	6,579	3,873	6,579
32504	Nissan Tipper Van Lease	4,085	4,085	4,080	2,395	4,080
	OverHead Expenditure	258,251	255,438	264,779	139,029	270,909
301	Net Expenditure	258,251	255,438	264,779	139,029	270,909
302	Allotments					
3151	Water Charges	0	0	0	30	350
3233	Allotment Competition	250	80	250	175	250
3244	Allotment Maintenance	4,627	4,627	3,000	992	2,000
	OverHead Expenditure	4,877	4,707	3,250	1,197	2,600
3282	Allotment Rents	8,500	9,756	10,300	10,238	10,650
	Total Income	8,500	9,756	10,300	10,238	10,650
302	Net Expenditure	-3,623	-5,049	-7,050	-9,041	-8,050
303	Cemetery					
3151	Water Charges	100	0	0	25	100
3154	Maintenance	1,654	1,654	1,500	391	1,500
	OverHead Expenditure	1,754	1,654	1,500	416	1,600

Continued on Page 7

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
3383	Cemetery Fees	15,000	12,440	14,500	14,726	20,700
	Total Income	15,000	12,440	14,500	14,726	20,700
303	Net Expenditure	-13,246	-10,786	-13,000	-14,310	-19,100
304	Edmonds Park					
3151	Water Charges	200	95	200	256	300
3152	Electricity	937	937	750	345	750
3154	Maintenance	11,676	11,676	9,000	6,349	9,000
3155	Security	294	294	180	-3,135	180
3170	Waste Recycling	7,211	7,211	6,500	5,461	7,200
	OverHead Expenditure	20,318	20,213	16,630	9,275	17,430
304	Net Expenditure	20,318	20,213	16,630	9,275	17,430
305	Ladygrove Park					
3154	Maintenance	36,000	34,022	36,000	16,035	36,000
3164	Litter Bin Contract	100	0	0	0	0
3165	Ladygrove Lakes	2,500	2,364	2,000	3,936	11,800
	OverHead Expenditure	38,600	36,386	38,000	19,971	47,800
3185	Ladygrove Lakes Income	3,000	2,062	3,000	1,474	3,000
	Total Income	3,000	2,062	3,000	1,474	3,000
305	Net Expenditure	35,600	34,324	35,000	18,497	44,800

Continued on Page 8

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
306	<u>Loyd Park</u>					
3151	Water Charges	100	33	100	27	100
3152	Electricity	150	131	150	62	150
3154	Maintenance	207	207	0	0	0
	OverHead Expenditure	<u>457</u>	<u>371</u>	<u>250</u>	<u>89</u>	<u>250</u>
	306 Net Expenditure	457	371	250	89	250
308	<u>Other Parks & Recreation Areas</u>					
3154	Maintenance	7,000	4,864	7,000	1,610	5,000
3166	Millennium Wood Upkeep	1,500	112	1,500	0	1,500
	OverHead Expenditure	<u>8,500</u>	<u>4,976</u>	<u>8,500</u>	<u>1,610</u>	<u>6,500</u>
	308 Net Expenditure	8,500	4,976	8,500	1,610	6,500
309	<u>Play Areas</u>					
3149	Bark Top-up	3,100	3,100	3,200	2,650	3,200
3153	Play Equipment Maintenance	13,000	7,904	13,000	7,201	13,000
	OverHead Expenditure	<u>16,100</u>	<u>11,004</u>	<u>16,200</u>	<u>9,851</u>	<u>16,200</u>
	309 Net Expenditure	16,100	11,004	16,200	9,851	16,200

Continued on Page 9

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
310	<u>Environmental Services</u>					
3150	Plants	12,000	10,173	12,000	7,470	12,000
3156	Seats and Litter Bins	2,000	516	2,000	279	2,000
3157	Dog Fouling Clean-up Service	1,088	1,088	1,200	544	1,200
3158	Trees	1,000	890	1,000	1,800	7,500
3159	Grass Cutting	33,000	18,479	22,000	18,620	22,000
3168	Street Furniture Maintenance	500	0	500	0	500
	OverHead Expenditure	49,588	31,147	38,700	28,712	45,200
1183	Bowls Club Rent	50	50	50	50	50
3180	Sports Hire	3,500	6,217	3,500	528	3,500
3184	Funfair Hires	1,000	2,025	1,000	1,250	2,500
3186	Agency Income OCC	5,000	13,424	13,424	13,424	13,424
	Total Income	9,550	21,716	17,974	15,252	19,474
	310 Net Expenditure	40,038	9,430	20,726	13,460	25,726
325	<u>Projects</u>					
9031	Tree Management - Contract	3,884	2,913	4,000	0	0
9033	Ladygrove Lakes Bank Repair	0	0	0	0	0
9034	Small Pick-up Lease	0	0	0	0	0

Continued on Page 10

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Draft Budget - 2018/2019

	<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
	Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
9035 Summer Fayre	0	0	0	0	0
9039 Iseki Tractor - HP	0	0	0	0	0
9040 Future Projects	47,904	85,424	0	0	0
9045 Ride on Mower	0	0	0	0	0
9051 MemorialWW1 Commemorative Seat	1,500	1,492	900	0	900
9054 Mendip Heights play removal	0	0	10,000	10,000	0
9055 Ladygrove Park play kit	0	0	20,000	20,714	0
9056 Ladygrove Lks: staging replace	0	0	20,000	0	0
9057 New Rd Allotment: fencing	0	0	15,000	6,093	0
9058 Building projects fees	0	0	30,000	17,375	30,000
9059 Bus shelters	0	0	5,000	0	5,000
10000 Payments from General Fund`	0	16,072	0	0	0
32504 Nissan Tipper Van Lease	0	0	0	0	0
32588 Edmonds Park Pitch Maintenance	0	0	0	0	5,000
32589 Loyd Rec Pitch Maintenance	0	0	0	0	3,000
32590 Smallbones Play Area Refurbish	0	0	0	0	27,500
32593 CCTV Additional Camera	0	0	0	0	13,405
32596 Disabled Access Stubbings Land	0	0	0	0	1,000
32597 Pavilions Project	0	0	0	0	10,000
32598 Depot Proj Temp Accommodation	0	0	0	0	15,000
OverHead Expenditure	53,288	105,901	104,900	54,183	110,805

Continued on Page 11

Note : Draft Budget - 2018/2019

		<u>FY 2016/2017</u>		<u>FY 2017/2018</u>		<u>FY 2018/2019</u>
		Budget	Actual	Revised Budget	Actual YTD	Next Year Budget
32581	Grant Received	0	58,733	0	-8	0
32587	CIL S106 Income	0	0	0	3,991	0
	Total Income	0	58,733	0	3,983	0
325	Net Expenditure	53,288	47,168	104,900	50,200	110,805
955	<u>Earmarked Reserves</u>					
90010	Building Repair Fund	0	0	100,000	0	0
90015	Depot Fund	0	0	400,000	0	0
90020	Environment Fund	0	0	44,488	21,150	0
90025	Election Fund	0	0	10,000	0	0
	OverHead Expenditure	0	0	554,488	21,150	0
	Total Income	0	0	0	0	0
955	Net Expenditure	0	0	554,488	21,150	0
	Total Budget Expenditure	1,039,429	994,271	1,656,818	595,219	1,117,019
	Income	1,039,429	1,117,344	1,102,330	1,054,958	136,224
	Net Expenditure	0	-123,073	554,488	-459,739	980,795

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Didcot Town Council

Application for Employment Post of Town Clerk & Responsible Financial Officer



PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

PERSONAL DETAILS

Forename(s): _____ Surname: _____

Address: _____

Postcode: _____

Telephone: _____ Mobile: _____ Email: _____

Please delete as appropriate:

Do you have a current valid driving licence?	YES	NO		
Do you have access to a car?	YES	NO		
If you have a driving licence is it:	PROVISIONAL	FULL	HGV	

Details of position applied for

How did you learn of this vacancy?

Health

Approximately, how many sick days have you had in the past two years?

Do you require any reasonable adjustments for the interview and selection process? If yes, please give details

EXPERIENCE AND OTHER INFORMATION

Please tell us what skills and personal qualities you have to enable you to work successfully in this role, relating your experiences, achievements and abilities to the post – You may add up to 2 further sheets of A4 if you wish.

EDUCATION DETAILS

Please give details of all secondary education including examinations taken (with results).

Schools / Colleges	Courses / Exams	Qualifications Obtained, Grade and Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

State any other achievements during education:

Please be prepared to provide certificates of pass. etc.

FURTHER/HIGHER EDUCATION DETAILS

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)

University / FE College	Courses / Exams	Qualifications Obtained, Grade and Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please be prepared to provide certificates of pass. etc.

PROFESSIONAL BODY MEMBERSHIP

Please give details of membership of any professional body, including the grade of membership and award date.

TRAINING

Please give details of any courses you have completed which you think are relevant to this post.

EMPLOYMENT DETAILS

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary*

CURRENT/LAST EMPLOYER

Name: _____

Address: _____

Postcode: _____

Email: _____ Telephone: _____

Position(s) held: _____ Salary / Wage: _____

Outline of duties/key achievements: _____

Reason for leaving: _____

Notice period: _____

PREVIOUS EMPLOYER (1)

Name: _____

Address: _____ Postcode: _____

Email: _____ Telephone: _____

Position(s) held: _____ Salary/Wage: _____

Outline of duties/key achievements: _____

Reason for leaving: _____

PREVIOUS EMPLOYER (2)

Name: _____

Address: _____ Postcode: _____

Email: _____ Telephone: _____

Position(s) held: _____ Salary / Wage: _____

Outline of duties/key achievements:

Reason for leaving:

REFERENCES

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, one should be your current or most recent employer. References will not be contacted without your agreement.

Name:

Address:

Postcode:

Email:

Telephone:

Name:

Address:

Postcode:

Email:

Telephone:

If you are shortlisted, may we contact your referees before the interview?

RIGHT TO WORK IN UK

Are you legally entitled to work in the UK?

YES

NO

We will require evidence of this prior to commencing employment

CRIMINAL RECORD

Have you ever been convicted of a criminal offence?

YES

NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

HOLIDAY COMMITMENT

Please give details of any holiday commitment you have over the next 12 months.

DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: _____ Date: _____

UNDERTAKING

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: _____ Date: _____