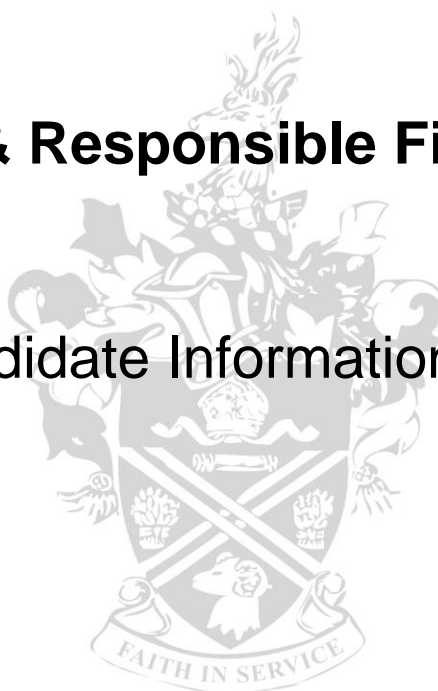




# Town Clerk & Responsible Financial Officer

## Candidate Information Pack



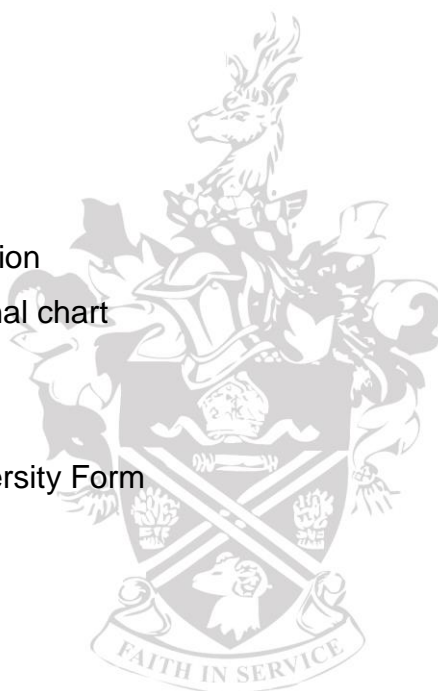
# Didcot Town Council

Appointment of Town Clerk & Responsible Financial Officer

Candidate Information Pack

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1. Advertisement
2. Job description
3. Person specification
4. Staff organisational chart
5. Budget 2019/20
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## Recruitment of Town Clerk & Responsible Financial Officer



### Salary Scale LC4, SCP 46, £49,101 to SCP 54 £61,099 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 £1.4m 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.

**The closing date for the receipt of applications is Thursday 28<sup>th</sup> February 2019 at 12 noon; interviews are planned for the week commencing 11<sup>th</sup> March.**

The application pack is on our website at [www.didcot.gov.uk](http://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](mailto: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.

### 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

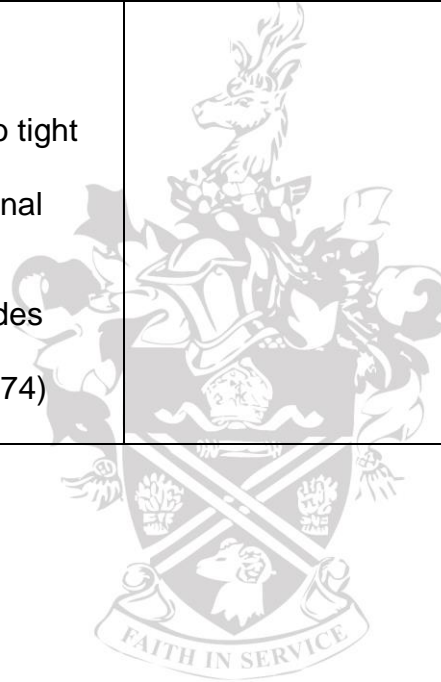


Experience of managing successful projects	Experience of project management in constructing and bringing into operation community facilities
Qualifications or equivalent experience needed for credibility within this senior position	Significant qualifications and experience demonstrating high level legal 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	
<b>IT Literacy and Communication Skills</b>	
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

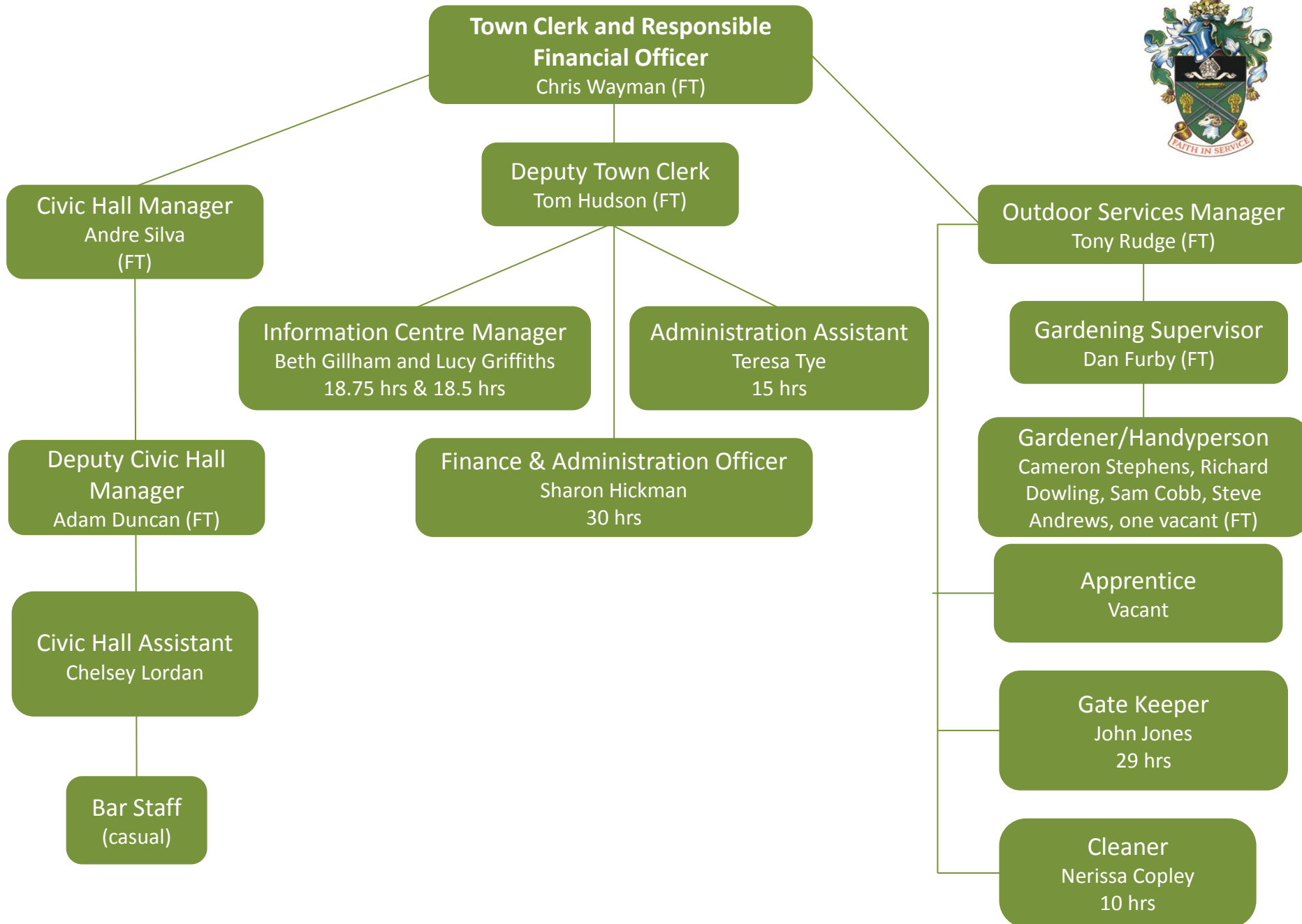


The ability to provide minutes, agendas, reports and a range of other written material using clear, concise and appropriate English	
<b>Team Leadership and Organisational Development</b>	
Significant experience managing and developing senior staff with proven outcomes	
Demonstrable support to develop 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
<b>Financial Skills</b>	
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	
<b>Event Management</b>	
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            Excellent organisational skills            Able to prioritise            Able to meet targets and deliver to tight deadlines            Flexibility for evening and occasional weekend working            Car driver and owner            No disclosable convictions (excludes spent convictions under the Rehabilitation of Offenders Act 1974)</p>	



# Didcot Town Council Organisation Chart



## Note : Budget - 2018/2019

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		<u>Agreed Budget</u>	<u>Next Year Budget</u>
<b>101</b>	<b><u>Central Administration</u></b>		
1101	Admin Salaries	151,000	172,400
1102	Agency Staffing	41,000	0
1108	Training and Conferences	6,000	6,000
1109	Staff Travel	2,000	2,000
1110	Civic Hall NNDR (2017/18)	0	0
1111	Rate Admin Offices	6,700	6,800
1112	Utilities Admin Offices	8,800	9,100
1113	Office Cleaning	2,700	3,250
1121	Telephone/Fax/Internet	3,200	3,000
1123	Stationery	2,800	2,800
1124	Subscriptions	4,500	4,800
1125	Insurance	9,200	9,550
1126	Photocopier	4,000	3,500
1127	Alarm Maintenance	500	350
1128	Postage-Frinking	2,700	2,400
1129	Miscellaneous Admin Costs	250	250
1130	Recruitment Advertising	900	900
1131	Other Advertising	800	0
1132	Outside Service Provider HR/HS	3,500	3,500

Continued on Page 2

**Note : Budget - 2018/2019**

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
1160	IT Maintenance/Website	10,000	14,100
1171	Contingency	30,000	30,000
1197	Office water cooler	170	250
1346	Food Compostable Bags	0	0
	<b>OverHead Expenditure</b>	<u>290,720</u>	<u>274,950</u>
1182	Civic Hall Insurance Cont	2,000	0
1195	Miscellaneous Income	0	0
1396	Food Compostable Bags - Income	0	0
	<b>Total Income</b>	<u>2,000</u>	<u>0</u>
	<b>Total Income</b>	<u>0</u>	<u>0</u>
	<b>101 Net Expenditure</b>	288,720	274,950
<b>102</b>	<b><u>Civic and Democratic</u></b>		
1205	Members Training	800	800
1206	Mayors Allowance	3,000	3,000
1207	Room Hire	2,800	2,800
1209	Mayoral Chain Replacement	3,000	400
1235	Civic Functions	2,200	2,200
1236	WW1 Commemoration	0	0

Continued on Page 3

**Note : Budget - 2018/2019**

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
1268	Election Fund	5,500	20,000
	<b>OverHead Expenditure</b>	17,300	29,200
	<b>102 Net Expenditure</b>	17,300	29,200
<b>104</b>	<b><u>Community Services</u></b>		
1241	Council Newsletter	0	0
1243	PCSO Funding	17,721	18,500
1271	CCTV Contribution	10,830	9,500
1272	Speed Surveys	0	300
	<b>OverHead Expenditure</b>	28,551	28,300
	<b>104 Net Expenditure</b>	28,551	28,300
<b>105</b>	<b><u>Corporate Management</u></b>		
1152	Bank Charges	500	500
1155	Internal Audit	1,800	1,800
1157	External Audit	3,000	2,000
1158	Legal & Professional Fees	4,000	4,000
1159	Accounting Support	1,500	1,000
	<b>OverHead Expenditure</b>	10,800	9,300
	<b>105 Net Expenditure</b>	10,800	9,300

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**Didcot Town Council**  
**Budget Detail - By Centre**  
**Note : Budget - 2018/2019**

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

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
<b>108</b>	<b><u>Community Centre Support</u></b>		
1764	Civic Hall Revenue Grant	37,500	0
	<b>OverHead Expenditure</b>	37,500	0
1769	Willowbrook Contract Income	78,400	83,000
	<b>Total Income</b>	78,400	83,000
	<b>108 Net Expenditure</b>	-40,900	-83,000
<b>109</b>	<b><u>Capital and Projects</u></b>		
1940	Building Maintenance Fund	25,000	10,000
1944	Christmas Lights	15,000	15,000
1947	Office Equipment & Furniture	1,000	500
1948	PWLB-Repayments	122,604	122,604
1951	New Website Build & Transfer	2,600	0
	<b>OverHead Expenditure</b>	166,204	148,104
	<b>109 Net Expenditure</b>	166,204	148,104
<b>120</b>	<b><u>Other Costs &amp; Income</u></b>		
1176	Precept	0	0
1196	Interest Received	2,000	3,000
	<b>Total Income</b>	2,000	3,000
	<b>120 Net Expenditure</b>	-2,000	-3,000

Continued on Page 5



**Didcot Town Council**  
**Budget Detail - By Centre**

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

**Note : Budget - 2018/2019**

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
<b>201</b>	<b><u>Arts &amp; Grants-Empowered</u></b>		
2165	Remembrance Parade & Service	650	650
2168	Grant L/Grove C C	3,000	3,200
2187	Summer Fayre	5,000	9,000
2188	Civic Hall NNDR	0	0
3188	Grant Aid Fund	38,000	38,000
	<b>OverHead Expenditure</b>	<u>46,650</u>	<u>50,850</u>
	<b>201 Net Expenditure</b>	46,650	50,850
<b>301</b>	<b><u>External Works-Central Costs</u></b>		
3101	Salaries - Basic	226,000	236,000
3103	Events Staffing	1,800	2,000
3104	Agency Staffing	0	0
3108	Staff Travel	2,000	2,200
3120	Protective Clothing	3,500	3,500
3124	Telephone-Works	250	1,000
3127	Subscriptions	200	200
3140	Vehicle Insurance	3,300	4,000
3141	Vehicle Fuel	3,600	4,000
3145	Machinery Costs	9,500	11,500

Continued on Page 6

**Didcot Town Council**  
**Budget Detail - By Centre**  
**Note : Budget - 2018/2019**

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

	<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
	Agreed Budget	Next Year Budget
9034 Small Pick-up Lease	4,400	3,000
9039 Iseki Tractor - HP	5,700	5,200
9045 Ride on Mower	6,579	6,600
32504 Nissan Tipper Van Lease	4,080	6,600
<b>OverHead Expenditure</b>	<u>270,909</u>	<u>285,800</u>
<b>301 Net Expenditure</b>	270,909	285,800
<b><u>302 Allotments</u></b>		
3151 Water Charges	350	1,000
3233 Allotment Competition	250	250
3244 Allotment Maintenance	2,000	2,500
3385 Pegging & Measuring Allotments	0	0
3386 Allotment Noticeboards	0	0
<b>OverHead Expenditure</b>	<u>2,600</u>	<u>3,750</u>
3282 Allotment Rents	10,650	10,800
<b>Total Income</b>	<u>10,650</u>	<u>10,800</u>
<b>302 Net Expenditure</b>	-8,050	-7,050

Continued on Page 7

**Didcot Town Council**  
**Budget Detail - By Centre**  
**Note : Budget - 2018/2019**

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

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
<b>303</b>	<b><u>Cemetery</u></b>		
3151	Water Charges	100	200
3154	Maintenance	1,500	2,500
	<b>OverHead Expenditure</b>	<u>1,600</u>	<u>2,700</u>
3383	Cemetery Fees	20,700	21,000
	<b>Total Income</b>	<u>20,700</u>	<u>21,000</u>
	<b>303 Net Expenditure</b>	-19,100	-18,300
<b>304</b>	<b><u>Edmonds Park</u></b>		
3151	Water Charges	300	1,200
3152	Electricity	750	750
3154	Maintenance	9,000	8,400
3155	Security	180	1,400
3170	Waste Recycling	7,200	8,200
	<b>OverHead Expenditure</b>	<u>17,430</u>	<u>19,950</u>
	<b>304 Net Expenditure</b>	17,430	19,950
<b>305</b>	<b><u>Ladygrove Park</u></b>		
3154	Maintenance	36,000	4,000

Continued on Page 8

**Didcot Town Council**  
**Budget Detail - By Centre**  
**Note : Budget - 2018/2019**

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

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
3165	Ladygrove Lakes	11,800	10,000
	<b>OverHead Expenditure</b>	<b>47,800</b>	<b>14,000</b>
3185	Ladygrove Lakes Income	3,000	3,000
	<b>Total Income</b>	<b>3,000</b>	<b>3,000</b>
	<b>305 Net Expenditure</b>	<b>44,800</b>	<b>11,000</b>
<b>306</b>	<b><u>Loyd Park</u></b>		
3151	Water Charges	100	100
3152	Electricity	150	150
	<b>OverHead Expenditure</b>	<b>250</b>	<b>250</b>
	<b>306 Net Expenditure</b>	<b>250</b>	<b>250</b>
<b>308</b>	<b><u>Other Parks &amp; Recreation Areas</u></b>		
3154	Maintenance	5,000	5,500
3166	Millennium Wood Upkeep	1,500	1,500
	<b>OverHead Expenditure</b>	<b>6,500</b>	<b>7,000</b>
	<b>308 Net Expenditure</b>	<b>6,500</b>	<b>7,000</b>

Continued on Page 9

**Didcot Town Council**  
**Budget Detail - By Centre**  
**Note : Budget - 2018/2019**

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

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
<b>309</b>	<b><u>Play Areas</u></b>		
3149	Bark Top-up	3,200	3,000
3153	Play Equipment Maintenance	13,000	13,000
	<b>OverHead Expenditure</b>	<u>16,200</u>	<u>16,000</u>
	<b>309 Net Expenditure</b>	16,200	16,000
<b>310</b>	<b><u>Environmental Services</u></b>		
3150	Plants	12,000	12,000
3156	Seats and Litter Bins	2,000	2,000
3157	Dog Fouling Clean-up Service	1,200	1,200
3158	Trees	7,500	7,500
3159	Grass Cutting	22,000	22,000
3162	Football pitch maintenance	0	8,000
3168	Street Furniture Maintenance	500	250
	<b>OverHead Expenditure</b>	<u>45,200</u>	<u>52,950</u>
1183	Bowls Club Rent	50	50
3180	Sports Hire	3,500	3,500
3184	Funfair Hires	2,500	3,300
3186	Agency Income OCC	13,424	13,424
	<b>Total Income</b>	<u>19,474</u>	<u>20,274</u>
	<b>310 Net Expenditure</b>	25,726	32,676

Continued on Page 10

## Budget Detail - By Centre

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

## Note : Budget - 2018/2019

	<u>FY 2018/2019</u>		<u>FY 2019/2020</u>
	Agreed Budget		Next Year Budget
<b>325 Projects</b>			
9031 Tree Management - Contract	0		0
9033 Ladygrove Lakes Bank Repair	0		0
9051 MemorialWW1 Commemorative Seat	900		0
9054 Mendip Heights play removal	0		0
9055 Ladygrove Park play kit	0		0
9056 Ladygrove Lks: staging replace	0		0
9057 New Rd Allotment: fencing	0		0
9058 Building projects fees	30,000		25,000
9059 Bus shelters	5,000		0
9060 Noticeboard Replacement	0		900
32503 Ladygrove Lakes	0		17,600
32519 New Vehicle	0		4,000
32520 Cemetery	0		1,500
32521 Ladygrove Park	0		5,000
32522 Green Waste Disposal	0		2,500
32525 Pavilion build	0		750,000
32588 Edmonds Park Pitch Maintenance	5,000		0
32589 Loyd Rec Pitch Maintenance	3,000		0
32590 Smallbones Play Area Refurbish	27,500		77,500

Continued on Page 11

## Note : Budget - 2018/2019

	<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
	Agreed Budget	Next Year Budget
32593 CCTV Additional Camera	13,405	0
32596 Disabled Access Stubbings Land	1,000	0
32597 Pavilions Project	10,000	39,000
32598 Depot Proj Temp Accommodation	15,000	0
<b>OverHead Expenditure</b>	<b>110,805</b>	<b>923,000</b>
9061 Building Porject Fees - Grant	0	0
32524 Grant - Pavilion	0	750,000
32581 Grant Received	0	50,000
32587 CIL S106 Income	0	0
<b>Total Income</b>	<b>0</b>	<b>800,000</b>
<b>325 Net Expenditure</b>	<b>110,805</b>	<b>123,000</b>
<b><u>401 General Administration</u></b>		
4001 Civic Hall Salaries	108,500	120,000
4012 Water Charges	9,600	7,500
4014 Light & Heat	28,500	22,500
4015 Cleaning and Hygiene	12,100	15,000
4016 Uniform	400	300
4018 Waste Disposal	1,900	1,900
4020 Computer Equipment	1,000	1,500

Continued on Page 12



## Budget Detail - By Centre

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

## Note : Budget - 2018/2019

	<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
	Agreed Budget	Next Year Budget
4022 Telephone	400	450
4023 Insurance and Licenses	3,500	4,000
4024 Event Costs	8,500	9,000
4027 Advertising/Marketing	1,700	2,500
4042 Equipment	4,000	4,200
4043 Repairs and Maintenance	8,200	8,500
4044 Maintenance Contracts	8,000	8,500
4045 Repair/Upgrade PA System	300	500
4046 IT/Website	1,600	1,800
4051 Stocktakers Fees	350	300
4052 Accountancy Charges	2,000	2,000
4054 NNDR	0	45,000
4100 Disallowed VAT	1,500	4,100
4103 Sundry Expenses	3,000	3,500
4104 Training & Prof Development	2,000	2,500
4105 Stationery	500	600
<b>OverHead Expenditure</b>	<u>207,550</u>	<u>266,150</u>
1000 Main Hall	54,000	52,000
1001 Northbourne Room	19,150	23,000
1002 Ladygrove Room	32,700	36,000

Continued on Page 13

## Budget Detail - By Centre

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

## Note : Budget - 2018/2019

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
1003	All Saints Room	20,250	22,000
1004	Park Room	9,100	15,000
1005	Weddings	5,400	5,000
1006	Ticket Sales	0	5,400
1008	Childrens Parties	0	600
1009	All Rooms inclusive	0	4,500
1010	Miscellaneous Income	0	50
1020	Other Income	500	500
1021	Events Income	267	500
1177	Contribution to Overhead	10,400	0
1178	Advertising/Marketing	0	100
1179	Public Liability Insurance	0	100
1180	Grant NNDR	0	0
1187	Grant Received	37,500	0
<b>Total Income</b>		<u>189,267</u>	<u>164,750</u>
<b>401</b>	<b>Net Expenditure</b>	18,283	101,400
<b>402</b>	<b>Bar</b>		
3000	Bar Purchases	16,500	16,500
3010	Bar Wages	2,000	2,000

Continued on Page 14

**Didcot Town Council**  
**Budget Detail - By Centre**  
**Note : Budget - 2018/2019**

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

		<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
		Agreed Budget	Next Year Budget
3020	Bar Sundries	400	400
	<b>OverHead Expenditure</b>	18,900	18,900
1050	Bar Sales	39,700	39,700
	<b>Total Income</b>	39,700	39,700
	<b>402 Net Expenditure</b>	-20,800	-20,800
<b>403</b>	<b><u>Catering</u></b>		
3100	Catering Costs	2,000	5,000
	<b>OverHead Expenditure</b>	2,000	5,000
1075	Catering Income - Beverages	0	5,000
1100	Catering Income - Food	6,300	4,500
	<b>Total Income</b>	6,300	9,500
	<b>403 Net Expenditure</b>	-4,300	-4,500
<b>955</b>	<b><u>Earmarked Reserves</u></b>		
90001	VAT Payment	0	120,000
90010	Building Repair Fund	100,000	0
90011	Building Maintenance Fund	44,380	100,000

Continued on Page 15

## Budget Detail - By Centre

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

## Note : Budget - 2018/2019

	<u>FY 2018/2019</u>	<u>FY 2019/2020</u>
	Agreed Budget	Next Year Budget
90015 Depot Fund	400,000	310,000
90020 Skatepark Refurbishment	17,348	0
90025 Election Fund	10,000	10,000
90026 Ladygrove Lakes Staging	20,000	0
90027 Building Project Fees	20,060	0
90028 CIL 2018	5,709	32,616
90029 GDPR	15,000	0
<b>OverHead Expenditure</b>	632,497	572,616
<b>955 Net Expenditure</b>	632,497	572,616
<b>Total Budget Expenditure</b>	1,977,966	2,728,770
<b>Income</b>	371,491	1,155,024
<b>Net Expenditure</b>	1,606,475	1,573,746

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:

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Reason for leaving:

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## 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:

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Address:

Postcode:

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Email:

Telephone:

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Name:

---

Address:

Postcode:

---

Email:

Telephone:

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

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## 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:

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## 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.

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## **HOLIDAY COMMITMENT**

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

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## **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: \_\_\_\_\_

Please return this application by post marked Strictly Confidential to Town Clerk, Didcot Town Council, Didcot Civic Hall, Britwell Road, Didcot, OX11 7JN. Or via email to [leader@didcot.gov.uk](mailto:leader@didcot.gov.uk) before 12 noon on Thursday 28<sup>th</sup> February 2019.



## Equality and Diversity Monitoring Form

Didcot Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form an envelope marked 'Strictly confidential' to **Town Clerk, Didcot Town Council, Britwell Road, Didcot, OX11 7JN**

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say   
If you prefer to use your own term, please specify here .....

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say   
Any other white background, please write in:

#### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other mixed background, please write in:

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in:

#### Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say   
Any other Black/African/Caribbean background, please write in:

#### Other ethnic group

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual   
Prefer not to say

If you prefer to use your own term, please specify here .....

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say