

Job Title: Clerk to the Council and Responsible Finance Officer

Responsible to: Warmington Parish Council.

Responsible for: All council staff, property and financial resources

Information for candidates

Thank you for your interest in this post.

We hope that the following information will assist your decision in applying.

Being a clerk to a parish or town council is one of the most rewarding jobs in a local community - a competent clerk underpins a good council.

The clerk ensures that the council conducts its business properly and provides independent, objective, professional advice and support whilst ensuring decisions made by the council are executed in a timely and lawful manner.

Parish council powers and duties cover many things that we take for granted where we live and include the provision and maintenance of allotments, burial grounds and public monuments, some street lighting, litter bins, rights of way, roadside verges, bus shelters, and village greens.

Warmington Parish Council is part of Local Government in the North Northamptonshire Council Unitary Authority area. It represents residents and raises a council tax, 'the precept', each year to improve facilities and services for local people.

Warmington Parish Council was created in 1894. Today it is a modern and proactive council priding itself as much on good governance as it does on the services it provides for people living, working and visiting Warmington.

The council holds monthly full council meetings held at 7.00pm on the second Thursday of each month. Governance and Land Management committee meetings are held when necessary. Council meetings are open to the public, led by the council's chairperson and advised by the clerk. Councillors are elected on a 4-yearly timetable. The next election will be 2025. An Annual Parish Meeting is held between March and June.

The council has 9 seats and the chairman is elected annually. It has a precept for 2022/23 of £80,247, with a band D equivalent of £181.14.

The council owns or leases a play area, recreation ground, a cemetery, two pocket parks, and allotments. It is responsible for a closed churchyard and holds the highway authority contract for urban grass verge cutting.

If you have any questions or require any further information on the council or the post or you would like an informal discussion on the role, please email clerk@warmington.org or contact Sarah Rodger on 01780 435084 during office hours only.

The Essential Clerk download is an excellent resource and details all the considerations that will help you decide whether this role is good for you: <https://www.northantscalc.com/uploads/essential-clerk-2016.pdf>

WARMINGTON PARISH COUNCIL

Key terms and conditions of employment

General	The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils.
Salary	Salary Range LC 2 SCP 24 – 28 (£29,174 to £32,798 (pro-rata))
Working Week	The normal working week is 20 hours per week plus negotiated study/training time as appropriate. Days of work are generally Monday to Friday, although some weekend work may be required.
Hours of Work	The hours of work will be flexible by agreement to include attendance at evening or weekend meetings and functions for which time off in lieu is granted.
Annual Leave	20 working days (25 working days after 5 year's continuous local government service) plus 3 discretionary days and bank and public holidays.
Pension	The clerk is entitled to join the NEST pension scheme,
Probation	3 months probationary period.
Pay Method	Salary is paid by S/O on the last day of the month (or first working day of following month if the last day falls on a weekend.)
Salary Review	The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April. Pay and conditions of service follow the NJC 'green book' recommendations.
Work Location	From home, with meetings held at Warmington Village Hall and meetings with suppliers or residents at the village hall.
Expenses	Reasonable subsistence for conference attendance in accordance with National Agreement. Home office allowance will be paid along with contribution towards phone costs and broadband provision.
Car allowance	Payable in accordance with the casual user provisions in the National Agreement.
Other Terms	All staff are required to operate within the council's code of practice on confidentiality.
Notice Period	After completion of the probationary period, 1 months.

Application and selection process

Closing Date 2nd September 2022

You should complete the enclosed application form in full and not disregard any section.

CVs are not acceptable as an alternative to completing the application form.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post.

Please note you will be required to show documentary proof of any qualifications you may claim to hold.

When completed your application form should be emailed to chairman@warmington.org or return by post to: Chairman of Warmington Parish Council C/O Sarah Rodger, Clerk to Warmington Parish Council, 15 Station Road, Nassington, PE8 6QB

References

If you are shortlisted references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the council permission so to do.

If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

Proof of Eligibility to Work in UK

In accordance with their legal obligations the council will require you to provide proof that you are legally able to work in the UK before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the council will be regarded as canvassing.

Equal Opportunities

The council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know