

CAISTOR TOWN COUNCIL

JOB DESCRIPTION – Deputy Clerk

RESPONSIBLE TO: Town Clerk

JOB PURPOSE: To assist the Town Clerk and Responsible Financial Officer (RFO) in the smooth running of the office; to Deputise for the Town Clerk in their absence; to manage the allotments; to manage the cemetery; to manage the play areas; to work with the clerk to lead some of the town councils projects from inception through to completion; and in conjunction with the clerk, manage some of the Council's committees and working groups.

CEMETERY

Maintain effective control of the cemetery records; liaise with families, funeral directors, monumental masons and solicitors; develop and/or maintain effective policies and ensure admin procedures are followed and that statute is adhered to.

- **Burials**
Deal with the paperwork and records including interment certificate, burials register, Exclusive Rights of Burial and Cemetery plan.
- **Memorials**
Deal with the paperwork and records including memorial regulations, memorial register/book, invoice and memorial permit
- **Reservations**
Deal with the paperwork and records including reservations register, burials book and cemetery plan, invoice and reservation certificate

ALLOTMENTS (15 PLOTS)

- Deal with the administration in terms of maintaining the allotment holders' register, allocation of allotments, breaches of regulations, receipt of annual rentals and new allotment holders.
- Liaise with the Estates Committee and RFO as necessary
- Monthly allotment visit throughout the growing season to check how the plots are being maintained and follow up any issues with allotment holders

MARKET (CIRCA 5 STALLS)

- Deal with the administration associated with the market
- On-board the stall holders, check risk assessments
- Office liaison point for the stall holders
- Quarterly visit to the market to meet with stall holders and ensure its smooth running

PLAY AREAS (3 PARKS)

- Work alongside the estates committee to undertake play area inspections
- To maintain appropriate inspection records
- To liaise with the clerk, RFO and appropriate councillors to maintain and repair equipment as necessary

PROJECTS AND BUSINESS PLANS

To work with the Clerk in the development of business plans and projects to support the Council objectives, preparing reports for meetings and council decisions as necessary. Take responsibility for projects and grant applications as requested by the Clerk.

COMMITTEES/WORKING GROUPS

Prepare agendas, research and write reports, produce minutes, carry out action points for the support of committees and working groups as requested by the clerk

GENERAL

- To assist the Clerk with admin work relating to any business of the Town Council
- To provide short-term cover for the Town Clerk for annual leave and in the event of sickness
- To act as Line Manager in the absence of the Town Clerk for all staff

The Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Council's requirements.

HOURS:

15 hours a week

RATE OF PAY:

SCP scale - LC1/LC2 13-23 (Currently £13.97 - £16.67 ph) depending on relevant experience