



## **LOUTH TOWN COUNCIL**

**TOWN CLERK'S ASSISTANT**

**JOB APPLICATION PACK**

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# LOUTH TOWN COUNCIL

## JOB DESCRIPTION

<b>Job Title:</b> Town Clerk's Assistant	<b>Hours:</b> 26 per week	<b>Salary:</b> £15,718 PA	<b>Reports to:</b> Town Clerk
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**Work place:** Usually The Sessions House but will be expected to maintain notice board contents, take letters for posting, make retail visits, make Cemetery visits, occasionally visit other Council sites, assist the Mayor and undertake training, as necessary.

**Main purpose:** To be responsible to the Town Clerk for day to day office management, Civic (Mayoral) administration and Cemetery administration. To attend and minute all scheduled Council meetings. (Please note that this will involve evening and weekend work. Overtime will be compensated with time off in lieu. It is a requirement of the Council that the post holder be willing to progress upwards within the Council after gaining experience and attaining a CiLCA Qualification).

**Specific Responsibilities:** (This is not intended to be an exhaustive list but is indicative of the type and level of duties that the post holder will be expected to undertake):

1. To work closely with the Town Clerk to ensure that all aspects of Council administration is done efficiently and effectively and supports the agreed aims and objectives of the Council.
2. To carry out general clerical duties on a day to day basis such as processing mail, typing, scanning, photocopying, filing and banking.
3. To maintain appropriate stock levels of all consumable material and to re-order from suppliers as necessary.
4. To deal with the correspondence of the Mayor, maintain the Mayoral diary, assist with event organisation and liaise with the press. (This may involve occasional weekend and evening attendance at events).
5. To assist in providing an administrative service for the efficient operation of the Cemetery – making diary bookings with Funeral Directors (in conjunction with the Town Clerk and Cemetery Staff), organising grave ownership transfers, issue certificates for reservations, issue permission for memorials and raise invoices as required.
6. To maintain accurate computerised and handwritten records relating to burials, grave locations and grave ownership.
7. To assist with the preparation of agendas for meetings and associated papers and reports, including but not limited to: printing, collation, enveloping and dispatch.
8. To ensure weekly office/meeting cover is in place.
9. To attend, minute and produce the minutes of all meetings of the Council and its committees. (Please see attached meetings schedule). For which an average allowance of 1 hour per week is paid, assisting with the clearing and securing of rooms and the building after meetings, as required.
10. To undertake training as required by the Town Clerk or Council.
11. To assist with the maintenance of the Council's website.
12. To oversee day to day running of the Sessions House building, co-ordinating maintenance requirements, cleaning, scheduling routine safety checks, arranging necessary office and volunteer cover in conjunction with the Town Clerk.
13. To advise members of the public within guidelines as agreed with the Town Clerk, maintaining a courteous, professional and helpful manner at all times.
14. To assist with financial record keeping, as required.
15. To deliver Council projects or tasks as decided by the Town Clerk.
16. To undertake other duties commensurate with the post as required from time to time by the Town Clerk.

# LOUTH TOWN COUNCIL

## PERSON SPECIFICATION

Requirement	Essential/Desirable
<b>Skills</b>	
Monitoring/prioritising workloads to achieve targets	Essential
Able to work on their own initiative and effectively as part of a team	Essential
Able to accurately record meeting minutes	Essential
Able to work accurately under pressure and meet deadlines	Essential
Ability to follow administrative procedures, understand and follow instructions	Essential
Good communication skills both verbal and written	Essential
Ability to deal with confidential, bereavement and sensitive issues with tact and discretion	Essential
Experience of dealing with members of the public	Essential
Secretarial, numeracy, monetary, ICT skills	Essential
Time management	Essential
Staff management	Desirable
<b>Knowledge</b>	
Office procedures	Essential
Data protection	Essential
Health and Safety	Essential
Supervisory knowledge	Desirable
An understanding of Local Government policies and procedures	Desirable
Financial procedures	Desirable
<b>Experience</b>	
Relevant experience in an office environment	Essential
Use of computers and office machinery	Essential
Use of software (Microsoft Office)	Essential
Experience of answering enquiries and dealing with customers	Essential
Experience of working as part of a team	Essential
Salary administration	Desirable
Supervisory Experience	Desirable
<b>Qualifications</b>	
NVQ II and / or NVQ III Business Admin or equivalent	Desirable
RSA II Typing/Word processing or equivalent	Desirable
<b>Personal Qualities</b>	
Responsible, reliable, dependable, trustworthy	Essential
Confident in own ability and knowledge with a mature manner	Essential
Smart and presentable, when required	Essential
Flexible to demands of the job including willingness to work evenings/weekends/cover absence	Essential
Conscientious and self-motivated	Essential
Sympathetic to others and able to behave sensitively	Essential
Willingness to learn, undertake training and progress upwards within the Council	Essential
Treats everyone fairly and in a non-discriminatory way	Essential
Able to follow instructions and procedures	Essential
Ability to travel	Essential

Candidates confirm that they will: ● Take care of their own safety and that of others ● Comply with all policy, procedures and instructions ● Maintain confidentiality ● Operate with a high level of customer care ● Undergo any training or instruction to enable them to work competently and safely ● Do not do anything that is likely to bring the Council into disrepute or will place themselves in conflict with Council Policy and Procedures ● Have a flexible approach to ensure the office is covered and deadlines are met.

**2022/23 Louth Town Council Meetings Schedule**

W/C Tuesday	Start Time 7pm (unless otherwise stated)	Town Council (T), Robed (R)	Planning (P)	Community Resources (C)	Governance and Finance (G)	Personnel (H)
<b>2022/2023</b>						
17 May 2022		R				
24 May 2022						
31 May 2022						
07 June 2022						
14 June 2022		T	P		G	
21 June 2022						
28 June 2022						
05 July 2022			P	C		H
12 July 2022						
19 July 2022						
26 July 2022			P		G	
02 August 2022						
09 August 2022						
16 August 2022						
23 August 2022						
30 August 2022			P	C		
06 September 2022						
13 September 2022						
20 September 2022		R	P			
27 September 2022						
04 October 2022						
11 October 2022			P		G	
18 October 2022						
25 October 2022						
01 November 2022			P	C		H
08 November 2022						
15 November 2022						
22 November 2022			P		G	
29 November 2022						
06 December 2022						
13 December 2022		T	P			
20 December 2022						
27 December 2022						
<b>2023</b>						
03 January 2023						
10 January 2023		R	P			
17 January 2023						
24 January 2023						
31 January 2023			P	C		H
07 February 2023						
14 February 2023						
21 February 2023			P		G	
28 February 2023						
07 March 2023						
14 March 2023			P		G	
21 March 2023						
28 March 2023						
04 April 2023			P	C		H
11 April 2023						
18 April 2023	6pm					
25 April 2023		T	P			
02 May 2023						
09 May 2023						
16 May 2023		R				
Total		7	15	5	6	4

Please note, scheduled meetings are preceded by the opportunity for a 15 minute public forum.



## CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Louth Town Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

**THE EMPLOYER::** Louth Town Council

**THE EMPLOYEE:** \_\_\_\_\_

**DATE OF ISSUE:** [    ] 2023

**1. COMMENCEMENT DATE**

**1.1.** Your employment with Louth Town Council began on..... (“the commencement date”).

**2. CONTINUOUS SERVICE**

**2.1.** Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

**2.2.** For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

**3. CONDITIONS OF SERVICE**

**3.1.** The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

**4. PROBATION**

**4.1.** Your appointment is subject to satisfactory completion of a probationary period of 3 months. During the probationary period your performance will be reviewed by the Town Clerk. The probationary period can be extended at the direction of the Town Clerk.

**5. JOB TITLE**

**5.1.** You are employed as the Town Clerk’s Assistant.

**6. JOB DUTIES**

**6.1.** You are expected to perform all duties which may be required of you as set out in the attached job description.

**6.2.** The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

**7. DECLARATION OF OTHER EMPLOYMENT**

**7.1.** You shall not undertake other employment without the Council’s written consent. Such consent shall not be unreasonably withheld.

**8. PLACE OF WORK**

**Working from the Council’s premises**

**8.1.** Your usual place of work is:

The Sessions House, Eastgate, Louth LN11 9AJ

Meetings take place as above

Annual Meetings may take place at an alternative location

**9. SALARY**

- 9.1.** Your hourly rate of £10.63 based on 26 hours per week equates to £15,718 per annum being the equivalent of current salary point NJC7 in scale LC1 (£22,369 full time equivalent), as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
- 9.2.** Subject to satisfactory performance and 9.1 above, you will progress automatically through the range LC1 by annual increments until you reach the maximum salary of NJC17. Your first increment will be payable on 1st April 2024 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal or equivalent, or award an additional increment for exemplary performance if it chooses to do so.
- 9.3.** Your salary will be paid to you by cheque or bank transfer to your bank or Building Society by the 28th of each month.

**10. EXPENSES**

- 10.1.** The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council or are within delegated authority limits.
- 10.2.** The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.
- 10.3.** You will be provided with a copy of the Council's expenses policy.

**11. Not applicable**

**12. APPRAISAL**

- 12.1.** You will receive an annual appraisal or its equivalent.

**13. HOURS OF WORK**

- 13.1.** You are required to work 26 hours per week which will include evening meetings and occasional weekend commitments. Core hours, during which you must be present unless authorised by the Town Clerk, are 10am to 1pm daily. Any additional hours worked (as authorised by the Town Clerk) are to be compensated with time off in lieu, arrangements to be agreed.

**14. ANNUAL LEAVE**

- 14.1.** Subject to clause 2.2 of the contract, the calculation of your annual leave entitlement commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 22 working days' leave in each leave year (pro rata for part time employees).
- 14.2.** In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
- 14.3.** Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.



- 14.4.** If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.
- 14.5.** Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

**15. SICKNESS ABSENCE**

- 15.1.** If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
- 15.2.** You will be provided with a copy of the Council's sickness absence policy.
- 15.3.** The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

**16. SICK PAY**

- 16.1.** Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

During 1<sup>st</sup> year of service

One months full pay and (after completing 4 months service) 2 months half pay

During 2<sup>nd</sup> year of service

2 months full pay and 2 months half pay

During 3<sup>rd</sup> year of service

4 months full pay and 4 months half pay

During 4<sup>th</sup> and 5<sup>th</sup> year of service

5 months full pay and 5 months half pay

After 5 years' service

6 months full pay and 6 months half pay

**17. MATERNITY /PATERNITY /ADOPTION LEAVE**

- 17.1.** Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

**18. INJURY OR ASSAULT**

**18.1.** In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

**19. PENSIONS**

**19.1.** The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You have been provided with details in the booklet provided.

**20. NOTICE OF TERMINATION OF EMPLOYMENT**

**20.1. During probationary period**

Either party may terminate the contract by giving one week's notice in writing.

**20.2. After completion of probationary period**

The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

**20.3.** The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

**20.4.** Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

**21. DISPUTE RESOLUTION**

**21.1.** You have been provided with a copy of the Council's grievance and disciplinary procedures.

**21.2.** If you have a grievance arising from your employment, you should raise it in accordance with the Council's Grievance and Disciplinary Procedure.

**22. HEALTH AND SAFETY**

**22.1.** You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its health and safety obligations.

**22.2.** You will be given a copy of the Council's Health and Safety Policy.

**23. EQUAL OPPORTUNITY POLICIES**

**23.1.** You must comply with the Council's Equal Opportunity Policies.

24. **TRAINING AND DEVELOPMENT**

**24.1.** The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

25. **INDEMNITY**

**25.1.** The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed for and on behalf of Louth Town Council**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Name:** \_\_\_\_\_

## Louth Town Council Information



The following subjects are covered in this handout which relate to Louth Town Council and may not be relevant to other parishes:

Louth Parish Wards and Councillors,  
Louth Town Council Meeting Place,  
Louth Town Council Committee System,  
Louth Town Council Meeting times and dates,  
Louth Town Council Councillors Allowances,  
Louth Town Council Governing Documents,  
Louth Town Council - Council Meetings,  
Louth Town Council Assets,  
Louth Town Council as a Consultee,  
Louth Town Council Working in Partnership,  
Louth Town Council as an employer,  
Louth Town Council Annual Meetings and Annual Return,  
Louth Town Council Budgets,

Louth Town Council (LTC) has three councillors for each of its seven wards (areas within Louth), East Lindsey District Council also has one Councillor for each ward except the Prior and St. Jame's Ward where it has 2 and Lincolnshire County Council has 2 Councillors who cover the town. County Council elections took place in 2021 and the next Town (Parish) and District Elections are scheduled for May 2023. Residents within any area of Louth could have as many as five Councillors to represent them and help resolve issues, there is also a Member of Parliament covering Louth, Mablethorpe and Horncastle and surrounding rural areas. Some Councillors may be members of more than one tier of authority which reduces the number of councillors available to electors but can assist more flexibly where an issue might fall under more than one authority such as drainage or flooding.

Louth Town Council operates from premises purchased in 2011 at The Sessions House, Eastgate which enables the Town Clerk and Councillors to offer a very flexible accessible service to electors and to house valuable town assets. The Sessions House public areas include a large meeting space, in the former court room, The Foyer housing public displays and information and a small records room where archive records are kept and can ensure privacy when required. The Parish Notice Board is located outside the building adjacent to the ramped access to the entrance door and with all public areas on the ground floor ensures all ability access to all facilities. The remainder of the building houses an office for the Town Clerk and Office staff and storage areas for archive records, art works and all materials supporting all town Council activities. Hubbards Hills and LANALS (Louth Museum) also have storage facilities within the building.

Louth Town Council operates a Committee system which currently comprises Planning, Governance and Finance, Community Resources and Personnel. The Town Council has an Annual meeting each year at which the first agenda item must be the Election of a new Chairman, followed by the same for the Vice Chairman. As we are a town, in Louth, the Chairman and Vice Chairman may also be known as the Mayor or Deputy Mayor respectively; there is no difference in these roles although the Mayoral term may be more associated with civic and public duties, however, neither have any more powers than any other Councillor who is elected to serve Louth.

Council meetings in Louth are usually held on Tuesday evenings with a public forum commencing at 6.45pm and meetings at 7.00pm and there may be any combination of different Council or Committee meetings on any evening. The meetings schedule for the year is usually prepared and approved in the March preceding the new Council year in May, this allows for forward planning to ensure that important deadlines are achievable and for staff and councillors to pre plan holidays. Meetings are scheduled to assist in meeting timescales and to accommodate bank holidays. The meetings schedule has to be approved again at the annual meeting in May. The Town Clerk distributes general information, community publications or other authority press releases which is usually done by email and for those who do not have internet access they can be viewed at the office or in hard copy.

Each Committee is re-established at the Annual meeting together with its membership (number of councillors), remit and delegated powers to act on behalf of the council on specified matters such as decisions on planning applications. In 2022/23 council year members voted once again for every Committee (except Personnel) to comprise 100% of councillors. This enables all Councillors to be involved in discussions on all matters and for members to take on the opportunity of being a committee chairman or vice chairman in perhaps a specialist area such as Finance. This system means that all Councillors are required to attend almost all meetings; other Councils may operate committees with fewer numbers and therefore attend on fewer meeting dates. There are some important functions of the council that are covered by strict legislation but most other things can be altered within governing documents. The Committees are also supported by smaller working groups such as Planning, Floral, and Finance, some meet regularly others operate on a task and finish basis.

## Councillors Allowances

Louth Town Council considered the payment of an allowance to its members as part of the budget setting exercises for 2022/23 and agreed to continue paying no allowance. The exception to this is the Mayoral Allowance, currently standing at £500 per annum which is used towards the travel expenses of carrying out the civic role.

**There are three main governing documents of the council, which is a corporate body, and they are further supported by detailed policies:**

They can be found at <https://www.louthtowncouncil.gov.uk/council-documents/>

Standing Orders - are based on a model provided by the National Association of Local Councils (NALC) this lengthy document governs how the council operates within the bounds of legislation, tailored for Louth Town Council. The document is amended as required when new legislation is issued, or when the need arises and is adopted every year at the Annual meeting.

Financial Regulations – also based on model documentation from the National body in accordance with government legislation again tailored where possible for the way that Louth Town Council operates, amended when required and adopted annually. The regulations impact on how the Responsible Financial Officer (RFO) and Auditor function and how the council reduces risk by imposing and monitoring internal controls. The current RFO for Louth Town Council is the Town Clerk, however some councils use a separate employee or external service, and the current internal audit arrangements are via a quadripartite arrangement with Mablethorpe and Sutton, Alford and Skegness Town Councils.

Code of Conduct – this applies to Councillors and advises on how they are expected to act whilst carrying out their role and the consequences if not followed. Louth Town Council has no formal governance regarding a dress code for Councillors, which may range from conventional to characterful; however, members are encouraged to observe standards which the public could expect of their elected member.

Every council will operate within this framework but in quite different ways that suit the locality, character and aspirations of the community. For example Louth Town Council has a very traditional civic history and routinely incorporates robed town council meetings, civic parades and church services within the council year which councillors are expected to participate in and assist in as a corporate body. Louth also has a Conservation Area and many Listed Buildings which means that additional planning policies have to be observed by the planning authority when applications are received. Louth Town Council is also the guardian of historic assets such as Brown's Panorama, Town Charters and many other art works and valuable items which whilst not a council function they all have to be cared for appropriately and safeguarded for the town.

## Council Meetings -

Every meeting of the council has a chairman who applies Standing Orders to ensure that all matters are debated correctly ensuring that fair and informed decisions are made. The Town Clerk and secretary make notes during the meetings, which are also recorded,

ensuring that due process is followed and ultimately produce the minutes and carry out the actions resolved upon <https://www.louthtowncouncil.gov.uk/council-meetings-2022-23/>. Unless a councillor declares an interest which means they cannot vote, every councillor can vote, if they so wish, on every decision. The Town Clerk will also produce the agenda and formulate reports to inform councillors before decisions are made. National legislation determines that Councillors must receive their agenda with 3 clear days (excluding Sundays) to allow time to research items. The Town Clerk issues the agenda not later than Thursday for the following Tuesday meeting, delivery is by email. Councillors are summonsed by the Town Clerk to attend the meeting which means that they should make every effort to attend. Whilst apologies for not being able to attend are reported to the Council or Committee they do not currently count against disqualification for non attendance. The agenda is also posted on the Parish Notice Board, placed on Louth Town Council website - <https://www.louthtowncouncil.gov.uk/council-meetings-2022-23/>. There is no set seating arrangement for councillors at council meetings, although in reality a pattern is usually formed through similarities or preferences. There may be several meetings on a 'Council Night' although Standing Orders prohibit a session exceeding 3 hours, including Public Forum, at which point any outstanding business will be deferred to the next scheduled meeting or an extraordinary one can be called if urgency is required.

#### Assets –

Most councils' have assets, some being materially more valuable than others. This can depend on how allocations took place in 1974 with the re-organisation of local government when Louth Town Council and East Lindsey District Council evolved. There are risks and liabilities associated with assets and these are safeguarded against by internal controls and risk assessments undertaken by the Finance Overview group, who report to the Governance and Finance Committee.

- Cemetery – opened in 1855 and has approaching 30,000 burials within the 23 acres that it covers. Louth Town Council is the burial authority for the cemetery and as such sets the regulations which controls the type of burials, memorials and health and safety aspects. The council employ a maintenance team of two who amongst tasks look after all maintenance aspects of the cemetery including grave digging, memorial testing, hedge trimming, grass cutting and parking enforcement, an external contractor is used seasonally to cut grass in the larger and open areas. The Community Payback Team also has a regular presence on the site and with the use of a grant from a local funding body has created a wildflower meadow and orchard. Burials have reduced in popularity and currently number around 65 a year comprising full burials and the interment of cremated remains. There is office input to the granting of permissions for burials and erection of memorials and for the recording of the burial details for posterity. Family history searches have become more popular and feature regularly both at the cemetery and research using burial records. Louth Family History Society completed an exercise of electronically transcribing all of the manual records to assist all involved. Recycling of green waste is encouraged within the cemetery which is then composted and recent additions are wildflower areas, bluebell walk and Meridian Orchard. The cemetery fees have been set to reduce the level of subsidy to that required to maintain the older areas

which have little or no burial activity. The cemetery volunteer teams were given a special judges award in 2014 and again in 2017 by East Midlands in Bloom. The cemetery is not only used by bereaved families and family history research, but also used as an access by sports centre users, allotment holders and walkers. There are also chapels at the cemetery which are owned and maintained by LTC.

- The Pavilion Artificial Pitch – Louth Town Council entered into a new lease arrangement with Magna Vitae Trust in 2016. LTC receives a peppercorn rent for this site.
- Louth Athletics Club – Louth Town Council entered into a lease arrangement in 1991 for 99 years for the southern piece of Julian Bower Field for a club house for which a peppercorn rent is also payable.
- Julian Bower Field – Louth Town Council have been letting the field under agreement for grazing to a local farmer whilst its future is under consideration.
- Allotments -
  - London Road – owned by LTC and let under agreement to Louth Cottage Garden and Allotments Association who are responsible for all maintenance and insurance on the site.
  - Mount Olivet – owned by LTC and let under agreement to Louth Cottage Garden and Allotments Association who are responsible for all maintenance and insurance on the site.
  - Trinity Lane – leased (currently under review) and let under agreement to Louth Cottage Garden and Allotments Association who are responsible for all maintenance and insurance on the site.
  - Louth Town Council currently receives £550 rent per annum from the Allotment Association for all three sites.
- Hubbard's Hills – gifted to the town in 1907 after being purchased by the executors of the late Alphonse Pahud's estate. This area of natural beauty is covered by covenants excluding any development and attracts visitors from a wide area and local families and dog walkers on a regular basis. The site is maintained under agreement by Hubbard's Hills Trust Ltd with operational costs met by a contribution from Louth Town Council, in 2023 this will be £49,000. LTC insure the toilet block as the owners of the site.
- Sessions House – purchased in 2011 for £200,000 using a public works loan of £170,000 on a fixed rate over 10 years. The building houses the council's administration function, hosts all Town Council meetings, provides a display space for all of the art works and historic items including Brown's Panorama. The building regularly hosts Heritage events which are open to the public. The Town Flagpole is located to the front of the building and is used to commemorate National Days and local festivities. The front garden is also a showcase for Louth in Bloom exhibiting feature theme items for the entry.
- Brown's Panorama - was completed in 1847 and gifted to the town in 1948 after being rediscovered and purchased by the then Mayor Councillor Alex Slack. The two 9' x 6' paintings were restored and re-glazed in 2007 and transferred from the Town Hall to The Sessions House in 2011 when the Town Council relocated. Of national importance, they were loaned to the Usher Gallery for the Great Lincolnshire



Exhibition in 2015. Two local ladies have acted as guides for the many tourists, community groups and school visits.

- Bus Shelters – Louth Town Council own and maintain several bus shelters in Louth and in partnership with LCC (and a grant from ELDC) replaced a damaged shelter on Kenwick Road creating a local hub by including a notice board and planter to enhance the street scene.
- Public seating – Louth Town Council own and maintain many benches in all areas of Louth and within the cemetery. The seats are usually maintained by Inspire, a Social Enterprise Company and include a good example of a Festival of Britain commemoration seat on Kenwick Road.
- Notice Boards – as well as providing the Parish Notice Board at The Sessions House, Louth Town Council also worked in Partnership with the Coastal Grazing Marshes Project in 2014 to provide a uniquely themed Community Notice Board in the Town Centre. A new notice board was also provided with the Kenwick Road Bus Shelter.
- Planters – Louth Town Council own various large planters including three in the town centre and 16 tiered planter in the market place, one at Kenwick Road bus shelter, 1 on the corner of Ramsgate and Eastgate, 1 on the corner of Aswell Street and Eve Street and also place smaller tubs out on the War Memorial steps as well as having joint responsibility for a number of blue planters, in the cemetery and on Aswell Street green which have been used for community group and charity fund raising purposes whilst supporting Louth in Bloom.
- Town signs – the seven heavy oak painted signs on all of the entry roads at the Louth Parish boundary providing an attractive feature on the approaches to the town were renovated in 2019/20.
- CCTV – Louth Town Council sees the provision of CCTV in the town centre as an important feature of community safety and the prevention of crime. Louth belongs to the seven towns partnership supported by East Lindsey District Council, and has recently joined a wider agreement with monitoring based at Boston Borough Council. Louth Town Council own 12 CCTV cameras which are replaced every 10 years under the terms of a Service Level Agreement.
- Christmas Lights – Louth Town Council own a variety of strings and motifs that combine to provide cross street displays using a bolt and catenary wire support system. The displays are stored at the Sessions House and a local contractor erects them and decorates the Christmas tree, kindly offered to the Town Council for free for 10 years by Strawson's Woodland in 2018 purchased by the council for the town. The power supply is provided by property owners. The tree is erected with permission of LCC who own the Market Place, with power provided from a central supply maintained by ELDC.
- Christmas Crib and figures – Louth Town Council erect the crib and dress the display, which is then usually blessed by the Mayor's chaplain. The large plaster figures are stored at The Sessions House for the remainder of the year.
- Town Charters – LTC has responsibility for six charters dating from 1564 to 1837 which have recently been framed and are on display at The Sessions House.

- Purchased by public subscription the Town Council has a default responsibility for the War Memorial, which saw major repairs following a road traffic collision in March 2015.

#### Louth Town Council as a Consultee

Louth Town Council is statutorily consulted on Planning Applications by East Lindsey District Council as the local Planning Authority or by Lincolnshire County Council for waste related matters and traffic regulation orders. Ward members of Louth Town Council may also be asked informally of their thoughts on proposals as a result of complaints or suggestions to another authority. Some property developers may also come to speak to the council in advance of putting their planning applications forward to invite feedback as part of a wider consultation exercise being undertaken.

#### Working in Partnership

Parish councils have different remits and responsibilities than their principal authorities which may have arisen historically or through legislation such as the Localism Bill 2011 but there is a current leaning towards more partnership working which ensures commitment and sometimes financial assistance towards bigger projects.

In 2014 Louth Town Council worked with Lincolnshire County Council, and used an ELDC Councillors grant, to provide a replacement bus shelter on Kenwick Road with LCC providing a grant and the planning and contracting expertise and LTC choosing the style, additional features and the balance of the finance required. Also, in 2014 LTC worked with the Coastal Grazing Marshes Project to provide a new Community Notice board / bike rack in the town centre. The project had a finite term and the joint working with LTC means that it will be maintained into the future as well as using joint funding to assist both parties. In 2021/22 the Council obtained funding via ELDC from the Governments Welcome Back Fund to shops in reopening following covid and the Council also worked with ELDC to procure another interactive speed sign.

Following the River Lud flooding in 2007, Louth Town Council has hosted a Flood Liaison Group comprising Councillors, members of the public and officers from the Environment Agency. A project was mooted in 2009 for a flood alleviation scheme which has been supported by the group and the Town Council to bring this to fruition. Work is now completed at both sites and Louth Town Council is committed to partnership working with the EA, Lindsey Marsh Drainage Board, LCC and ELDC by funding the day to day maintenance costs for the 100 year life of the scheme. The larger authorities have provided the capital funds for the project which was officially opened in July 2017.

#### Louth Town Council as an employer

LTC now has four established posts including the Town Clerk, Assistant and a Maintenance Team. The Town Clerk reports to the Chairman of the council and other employees in turn to the Town Clerk. The Personnel committee ensure that LTC complies with all aspects of employment law and members can be required to act in disciplinary matters. Similarly

members of the council may also be involved if separation of duties is required and the Chairman of the Council is required to deal with matters of appeal against disciplinary outcomes. LTC is a member of Lincolnshire Pension Fund.

### Annual Town Meetings

All parish councils are obliged to hold at least one town meeting during the council year when residents can come and join in meetings that may be held to gauge the opinion of residents rather than holding a more formal referendum. Louth Town Council has in the past used this method following the 2007 Floods, the proposed sale of Louth Livestock Market and high impact planning applications. Electors may ask for any number of items to be considered by the town council at a future meeting and explain their reasoning for doing so.

### Annual Report

As the name implies Louth Town Council issue the Annual Report every year which contains information issued at the Annual Town Meeting and the Annual Return of the Council which is submitted to the External Auditor by a specified date. The report can be found in hard copy at the Sessions House, and on Louth Town Council website.

### Budgets

Budgets are considered Councillors who can put forward special projects which should be supported by a business case. The budget requests are then collated by the Financial Overview Group who makes recommendations to the Governance and Finance Committee regarding affordability and different sources of funding available. The budgets are then presented to the Town Council for approval and at that time the Town Council will also make final decisions regarding the Precept that is requested from the District Council and collected as Council Tax. The precept can never be more than the budgets that have been agreed, however it can be less if the council decides to use some reserve funds to 'subsidise' the budget and not pass on the full impact of the funding required. Parish Councils have not been capped in 2022/23, as principal authorities are.

If you would like more details on any of the items covered in this handout please contact the Town Clerk on 01507 355895 or [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) or use our website [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk)

Information updated February 2023

# **JOB APPLICATION FORM GUIDANCE NOTES**

## **Completing the application form**

- In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.
- Shortlisting will be based on information you provide on the application form. If you do not mention something we will not be able to take it into account when deciding who to see for interview.
- Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
- Include experience and achievements from any walk of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the shaded sections where questions are posed. You may complete the form by hand (in black ink please to assist photocopying) or by using Microsoft Word. Include extra sheets if there isn't enough room in the boxes provided.
- Due to the cost of postage, we do not send written confirmation of receipt of applications and if you have not heard from us within 21 days of the closing date you may assume your application has been unsuccessful.

**Louth Town Council is an equal opportunities employer.**

## **Disability**

If you have indicated that you have a disability and provide evidence that you meet all the essential criteria (with any reasonable adjustments), you will be offered an interview as part of the Town Council's commitment to the employment of disabled people.

# Louth Town Council

The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk)



## JOB APPLICATION FORM

Please return completed applications to:

Town Clerk  
Louth Town Council  
The Sessions House  
Eastgate  
Louth  
LN11 9AJ

You may email the application to [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) but will be required to sign a printed copy if selected for interview.

**NO LATER THAN Monday 17<sup>th</sup> April 2023**

**PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

### Personal Details

\* Please enter the title of the job you are applying for.

Job Title\*:

Surname:

First Name and Title:

Address:

County:

Postcode:

National Insurance No:

Home Tel. No:

Work Tel. No:

E-mail Address:

Do you have a current driving licence? YES ☐ NO ☐

(also see disability/health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you have a disability/long term illness? YES ☐ NO ☐

If YES, indicate here if you are aware of any adjustments that the Town Council could make to help you apply for or carry out the job:

Continue on separate sheet if required

If offered this position will you continue to work in any other capacity? YES ☐ NO ☐

### EDUCATIONAL QUALIFICATIONS AND TRAINING

You may be asked to provide evidence of qualifications obtained

[illegible][illegible]

<b>Other relevant qualifications including membership of professional bodies (please include date achieved)</b>

**Relevant training and personal development** (state who provided training, dates undertaken and duration).  
Examples could include: short courses, skills training, external awards/activities, etc.

## CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title:
	Current/latest salary and any benefits:
	Weekly hours:
	Date started employment:
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

### References

References will be taken up prior to any formal offer of employment.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years. Please also state in what capacity they know you.

Name:	Name:
Address:	Address:
Tel. No:	Tel. No:
E-mail address:	E-mail address:
Relationship:	Relationship:
Organisation (if applicable):	Organisation (if applicable):

The information requested on this page may be provided on a separate sheet if preferred

### **WORK AND OTHER RELEVANT EXPERIENCE**

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Dates/Job title/role with brief indication of main duties and responsibilities	Reason for leaving

continue on separate sheet if required



The information requested on this page may be provided on a separate sheet if preferred

### ADDITIONAL INFORMATION

**It is important that you provide evidence in this section of how you meet the Job Requirements.** Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say. If you do not tell us we will not be able to select you.

Continue on a separate sheet if necessary

You must complete all sections on this page

## Canvassing of Louth Town Councillors or senior employees

Canvassing of Louth Town Councillors or employees of Louth Town Council, by or on behalf of yourself is strictly forbidden and may invalidate your application.

**Indicate here if you are related to any Town Councillor or senior employee of Louth Council, giving their name.**

Please state **NONE** if appropriate.

### Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are 'spent'. For these purposes, this includes working with children, young and older people, those who are dependant on alcohol or drugs, and those with mental or physical disabilities, illness, injury or deformity, including people who are blind, deaf or without speech.

For certain posts, police checks will be required. If this is necessary, you will be asked to sign a separate authorisation.

**Details of criminal convictions:**

Please state **NONE** if appropriate.

### Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (e.g. proof of NI number, passport etc). **Do not send these now.** Further information will be sent to you if you are selected.

**Do you require a work permit to work in the UK?** YES ☐ NO ☐

**If you already have a work permit, please give the expiry date:**

### DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:

Date:

### For Office Use Only

Give details below of reasons for non-selection related to person specification (please tick as appropriate)

Selection stage	Skills			Knowledge			Experience			Qualifications			Personal Qualities			Other
Invited for interview?																
Yes <input type="checkbox"/>	U	S	G	U	S	G	U	S	G	U	S	G	U	S	G	
No <input type="checkbox"/>																
Offered job?																
Yes <input type="checkbox"/>																
No <input type="checkbox"/>																
Please indicate if:	Appointed			Withdrew			Other									
Signed by Town Clerk:										Date:						

Key: U = Unsatisfactory

S = Satisfactory

G = Good

# ***Louth Town Council***

*The Sessions House, Eastgate,  
Louth, Lincolnshire, LN11 9AJ*

*01507 355895*

*clerk@louthtowncouncil.gov.uk*

*Town Clerk: Mrs. L. Phillips*



## **Consent Form**

### **Contact Information**

I agree that I have read and understand Louth Town Council's Privacy Notice available at [www.louthtowncouncil.gov.uk](http://www.louthtowncouncil.gov.uk).

I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that I am removed from your database.

Signed:

Please Print Name:

Date: