

Woburn Sands Town Council

Further Particulars of the post of Clerk and Responsible Financial Officer

Woburn Sands Town Council is seeking to appoint a Clerk and Responsible Financial Officer to replace Lynne Stapleton who is retiring after 33 years' service.

Woburn Sands is a long established community within the Borough of Milton Keynes. It has a population of about 3,500 and about 1,500 dwellings; there is a vibrant High Street with a variety of retail outlets including a bank, a garage, and number of restaurants; there is also a flourishing Library run jointly by the Town Council and Milton Keynes Council. The town has four community halls (the Memorial Hall, the Summerlin Centre, the Old Fire Station, the Greens Community Room) and a Sports Hall. These are all managed by the Town Council (the Greens Community Room in conjunction with the Greens Residents Association). There is also a popular Recreation Ground. The town's Railway Station is part of the Bedford- Bletchley line which is being upgraded to extend to Oxford and Cambridge in the next few years.

The Parklands development in the town is nearing completion and provides about 500 dwellings.

The town's facilities are also used by the residents of the adjacent parishes of Aspley Guise and Aspley Heath (in the borough of Central Bedfordshire). The population of "greater Woburn Sands" is about 7,000.

Further information about the town can be found in the Neighbourhood Plan which is available on the Town Council's website (www.woburnsands.org.uk).

The Town Council is the local authority responsible for the parish of Woburn Sands. It has a revenue budget of about £160,000 of which approximately £25,000 is earned through hall letting fees.

Position of Clerk

The Town Clerk is responsible for the management of the Town Council's affairs and is the Responsible Financial Officer; detailed Job Descriptions for these two roles are attached.

The Clerk is line managed on a day to day basis by the Chairman of the Council (the Mayor of Woburn Sands). The Clerk manages the other employees of the Council (the Assistant Clerk, and the Caretaker), both of whom work on a part time basis.

The Clerk is a full-time employee working from 10.00 – 5.00 Monday – Friday; the Clerk is also required to work on various evenings; the Council meets on the second Monday of every month (except August), and Sub Committees (who meet about 6 times per annum) also meet in the evenings. There are also occasional general meetings in the evening.

The salary for the post is approximately £32,000 pa but negotiations on the 2020/21 settlement have not yet been completed. The post is superannuated under the Local Government Scheme.

The Clerk is entitled to four weeks' holiday per annum plus national holidays; in addition the Council Office is closed between 24 December and 1 January inclusive.

Appointment Process

The current Clerk will leave the Council at the end of March 2021; however she will stand down from the post of Clerk at the end of December 2020 and will work in tandem with the new Clerk during the beginning of 2021. The current Assistant Clerk is planning to also leave at the end of December so the new Clerk will be free to determine the most appropriate future structure and make the necessary appointment in the first two months of 2021.

The appointment of the Clerk will be made by a panel of Councillors and ratified by the full Council. It is hoped to make an appointment during the early Autumn (ie by the end of September). If the successful candidate is able to take up the post before 1 January 2021 then further discussions with the various individuals will be held to resolve the most effective way forward.

Interested candidates are welcome to contact either the Mayor (michaeldgeddes@btinternet.com; 01908 282830) or the current Clerk (l.stapleton@wstc.org.uk; 01908 585368) for an informal discussion.

Applicants for the post of Clerk should submit a written letter of application plus a CV to the Clerk by the **end of June 2020** together with the names of two referees.