



## Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ  
01937 834113  
clerk@tadcastertowncouncil.gov.uk  
www.tadcastertowncouncil.gov.uk  
Monday to Thursday 9.30am to 12.30pm

### TADCASTER TOWN COUNCIL

#### VACANCY for Deputy Clerk – Governance & Policy

Closing date: FRIDAY 2<sup>ND</sup> MAY 2025

Salary Scale: LC18 (SCP range 18-23)  
*Local Government Pay Award pending*

Part time contract: 20 hrs per week

Based at: Town Council office with  
potential for flexible working

Pension: Local Government Pension Scheme (LGPS)

Annual Leave: Pro rata - starting from 23 days per annum plus Bank Holidays

Location: The Ark, 33 Kirkgate, Tadcaster, LS24 9AQ

Tadcaster is a market town in the North Yorkshire Unitary Authority and sits in the newly formed Wetherby & Easingwold Constituency area. Its historical importance from Roman times onward was largely as the lowest road crossing-point on the River Wharfe until the construction of the A64 Tadcaster by-pass some 660 yards (600 m) to the south, in 1978. Thanks to its position on the banks of the River Wharfe parts of the town adjacent to the bridge are prone to flooding and the Council work alongside the Tadcaster Flood Alleviation Scheme. Tadcaster is twinned with Saint-Chely-d'Apcher in France and has an active Twinning Association.

The North Yorkshire Councillor, is currently Independent, Cllr Kirsty Poskitt. The elected MP is Conservative, Sir Alec Shelbrooke. Tadcaster is situated 15 miles (24 km) north-east of Leeds and 10 miles (16 km) south-west of York. The current population is circa. 6,300 residents with an annual precept of £175,544.96 (2025/6). The Council has 12 members, including a Mayor and Deputy Mayor. It has two committees: Environment and Finance & General Purposes. In addition, there are three sub-committees: Cemetery, Staffing and Emergency Planning.

Tadcaster Town Council own and manage two Allotment sites, the Town Cemetery, two Chapel buildings and a viaduct. They also own a variety of other public land and civic regalia. The Council co-ordinate a number of events in the town including a Christmas Market, Remembrance Sunday, Christmas illuminations, and an annual Civic Service.

Tadcaster Town Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Deputy Clerk to the Council. The post is part-time, 20 hours per week. The role is based at the Council Office and attendance at meetings is required, however, at the discretion of the Clerk, there is potential for home working. The salary will be in accordance with National Joint Council recommendations; SCP2: pay scale LC18 (SCP points range 18-23), dependent upon qualifications and experience.

The Deputy Clerk to the council will assist the Town Clerk/Proper Officer in carrying out all the functions and, in particular, serving or issuing all the notifications required by law of a town council. The Deputy Clerk will assist the Clerk in ensuring the council's instructions regarding its function as a local authority are carried out and assist in advising the council on and forming the overall policies to be followed in respect of the Authority's activities. In particular, the Deputy Clerk will help produce all the information required for making effective decisions and help the Clerk implement all decisions constructively. The person appointed will be accountable to the Council for effectively managing all its resources and report to them as and when required.

The Deputy Clerk will assist the Responsible Financial Officer in maintaining all financial records of the council and the careful administration of its finances. The Deputy Clerk will deputise for the Clerk/Responsible Financial Officer in periods of their absence and assist the clerk in the following duties.

The successful candidate must be IT literate, able to use the Microsoft Office suite and computer equipment is supplied. Attendance at full Council monthly meetings will be necessary (predominantly on Tuesday evenings). The Council currently has two additional Committees, Finance & General Purposes and Environment which meet infrequently during the municipal year. Duties will include: reporting to the Clerk of the council which involves learning the relevant parish legislation, writing policy, updating the Town Council website, preparation of the agenda, minute taking, compilation of correspondence, filing and accounts in addition to being the key administrator of Allotments to the council. In addition, the Deputy Clerk is responsible for the management and administration of the following functions that are exercised by the Council: Allotments, Cemetery and Events.

Prior relevant experience is an advantage but training in all aspects of local government administration, leading to the Certificate in Local Council Administration qualification will be provided. The application form, job specification and personal specification are available from:

Tadcaster Town Council website: [www.tadcastertowncouncil.gov.uk](http://www.tadcastertowncouncil.gov.uk)

E-mail: [clerk@tadcastertowncouncil.gov.uk](mailto:clerk@tadcastertowncouncil.gov.uk)

Closing date for applications: FRIDAY 2<sup>ND</sup> MAY 2025