

Midsomer Norton Town Council is one of two Town Councils within Bath and North East Somerset (B&NES), with an annual budget of around £600k. Our highly capable and motivated team is looking for an experienced and skilled leader to fill the key position of Town Clerk.

The Town Council is currently based in the Somer Centre at Gullock Tynning. With a dedicated team of five staff members (excluding the current Locum Clerk – who is not an applicant for this role; however, he will ensure a smooth transition for the successful candidate), we are poised for an exciting future as we return to the historic Town Hall, as the transformation project nears completion.

As the Town Clerk for Midsomer Norton Town Council, you will play a pivotal role in overseeing a diverse range of responsibilities that contribute to the well-being and vibrancy of our community. The Town Council is responsible for:

- **Town Hall:** Managing the historic Town Hall, including its upcoming reopening.
- **Christmas Lights:** Working with B&NES Council to deliver the Christmas light installation.
- **Events:** Including collaborating with local stakeholders to deliver the annual Remembrance Sunday Parade.
- **Flowers:** Managing all tubs and baskets, planting at The Hollies garden, and maintaining the floral displays on signs in Midsomer Norton.
- **River Somer:** Overseeing the maintenance and enhancement of the River Somer in the Town Centre.
- **St Johns Garden of Friendship:** Maintaining this peaceful and welcoming community space.
- **War Memorial:** Ensuring the War Memorial is well-maintained and respected.
- **Wellow Brook:** Overseeing the care and preservation of Wellow Brook.
- **West Clewes Play Park and MUGA:** Managing and maintaining the play park and multi-use games area to provide recreational opportunities for residents.
- **Grants:** Administering grants to support local initiatives and community projects.
- **Trusteeships:** Acting as the sole trustee for both the Midsomer Norton Recreation Trust and Midsomer Norton Town Trust.
- **Planning applications:** providing formal comment to B&NES Council on planning applications.
- **Defibrillators:** Ensuring these life-saving devices are available and maintained throughout the town.

The Full Council generally meets on the first Monday of each month, with Planning and Finance meetings being held on the third Monday of each month.

Your leadership and dedication will be crucial in ensuring these responsibilities are met with excellence and enthusiasm and contribute to the continued growth and prosperity of Midsomer Norton. If you believe you possess the qualifications and experience required for this role, we invite you to review the job advertisement, job specification, and person specification.

Please complete the attached application form and return it to us by 1pm on Friday 20th June 2025. Please note CV's will not be considered. Interviews are intended to be held on Thursday 3rd July 2025. Furthermore, there will be a requirement to meet with/present to the wider Council during the later stages of the recruitment process.

Previous applicants may apply.

Join us at Midsomer Norton Town Council and be a part of these exciting times ahead!

If you would like to discuss the role before applying, please contact the locum clerk initially via email at townclerk@msn-tc.gov.uk.