



Ferryhill Town Council
Town Hall, Ferryhill, County Durham, DL17 8JL
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Website: www.ferryhill.gov.uk Email: enquiries@ferryhill.gov.uk

13 November 2019

Dear Candidate,

I am delighted that you are interested in applying for the post of Town Clerk and Responsible Financial Officer with the Town Council.

With a budget in excess of £650,000 and a workforce of 13 permanent staff, together with seasonal employees, Ferryhill Town Council is committed to maintaining and extending the range of services we provide to our community.

These services include six allotment sites, one of which are self-managed; a cemetery; various sports facilities, providing for football, cricket and bowls; various recreation areas; two public toilets and a weekly market. We are committed to achieving a pleasant environment to live and work by maintaining open space areas, providing funds for Ferryhill in Bloom and providing Christmas Lights (to be extended this year). We provide support to our community in the form of grants and donations and, following a change in political control in 2018, are committed to increasing the number of events held in our area. This year we have held, amongst others, a music festival, a summer gala, a fireworks event, and our annual Christmas fair is being organised.

We are looking for a committed, experienced manager, leader and administrator who can work with Members to continue to improve the services we provide to our community. With limited resources the challenge will be to use these resources efficiently and effectively to

help achieve what we as Members want and meet the needs of the community as best we can.

The closing date for applications is Friday 6 December 2019 and interviews are planned for early January 2020.

We look forward to receiving your application.

Regards,

Councillor Joe Makepeace,
Mayor, Ferryhill Town Council