Recruitment of Parish Clerk

*1st June 2023*

Do you want to serve the community and work in Stoke Gabriel?  If you do, we could have the job for you – as the Parish Council is looking for a new clerk.

**The role:-** The Clerk to the Council will advise the Council on and assist with the formulation of Council policies and will produce all information required for the Council to make effective decisions. You will have the responsibility for ensuring that the instructions of the Council, arising from its functions, are implemented and responsible for the administration of all functions of the Council.

The Clerk will ensure open and effective communications with residents, Councillors and all key stakeholders and will ensure the annual precept information and paperwork, once approved by the Parish Council, is submitted to the relevant local authority within specified deadlines.

**What you will be doing:-** Attending monthly meetings and keeping accurate minutes of the meeting for distribution. You will advise the Council on legal, statutory, and other provisions governing or affecting the running of the Council, ensure the legal, statutory, and other provisions governing or affecting the running of the Council are observed. For full job description please see Parish council website:-

Hours (approximately 10hrs per week) and pay to be confirmed

Please send CV or letter of interest to :- michellekingsgpc@btinternet.com

Closing date Monday 17th July 2023