

# ENGLISHCOMBE PARISH COUNCIL

## Notice of Vacancy

### for Parish Clerk To Englishcombe Parish Council.

Englishcombe Parish Council has a vacancy for a Clerk. The position is home based and currently amounts to 4 hours per week at a salary of £14.50 per hour which is negotiable. Parish Council Meetings in the Village are held 8 – 9 times a year.

The Parish Council is made up of a Chairman and six Parish Councillors, plus two Ward Councillors, and covers Englishcombe Village, Inglesbatch, Nailwell, Kilkenny and Haycombe. We work closely with BANES Council Officers.

Working closely with the Chairman and Members (who have particular responsibilities and expertise in matters that affect the parish e.g. Planning, Roads and the environment), the Clerk is responsible for the smooth running of the Council, compiling meeting agendas, taking minutes, and dealing with correspondence. At present the financial accounting side is undertaken by a recently appointed accountant who advises the council and liaises with the appointed auditor for AGAR purposes. The Clerk is expected to take a close interest in the life of the parish and the use of a car to travel to Englishcombe for meetings is an advantage, due to the lack of public transport.

Previous experience is not necessary as training and comprehensive support will be given through Avon Local Councils' Association and the Parish Council.

A laptop, projector and printer are provided, and full expenses covering travelling, phone and incidentals are paid.

For further information about the job, please contact:

**Robert Law**

Chairman and Temporary Clerk Englishcombe Parish Council

Inglesview, Rectory Farm Lane, Englishcombe, Bath BA2 9DU T: 07775122917