



# Walton Parish Council

## Clerk to the Parish Council

Walton Parish Council seeks an enthusiastic and confident person with an interest in supporting the local community for the post of Clerk to the Parish Council, from 16<sup>th</sup> October 2016.

The Clerk is responsible for managing the Council's day to day business, providing advice, and implementing decisions.

Applicants will need to be computer literate, able to prepare council agendas and record minutes, be familiar with book keeping and financial procedures and be able to correspond with external organisations on behalf of the Council.

Working hours are approximately 17.5 hours per month and the salary is in accordance with nationally agreed scales (*Current grade is LC1 Point 16 but this could be negotiated depending on qualifications*). With the exception of meetings attendance, the post holder will work from home and will be provided with a computer.

The Council meets in the evening on *the 2<sup>nd</sup> Monday every 2 months (next meeting is on Monday 14<sup>th</sup> November 2016 at 7:30pm)*, with other meetings being called as required.

Formal training and plenty of help and advice will be available.

For an informal discussion, an application form and job description, please contact the Chairman, *Jonathan Fowler*, on 016977 3431 (*evenings*) or email [jonathan.fowler1@btinternet.com](mailto:jonathan.fowler1@btinternet.com)

Applications should be sent, marked "Private and confidential", to the following address by no later than *November 7th*:

*Jonathan Fowler  
Hollygarth  
Walton  
Brampton  
Cumbria  
CA8 2DH*