



November 2022

PARISH CLERK VACANCY

Chilton Polden Parish Council is seeking someone to take on the statutory role of Parish Clerk and Responsible Financial Officer for the village.

Duties include advising elected councillors, preparing meeting agendas, attending meetings, producing minutes, maintaining accounts, preparing financial reports, receiving and responding to council correspondence, administering the council's website and maintaining parish records.

This is a salaried 21 hours per month part-time role with remuneration, depending on qualifications and experience, within the LC1 national scale for local council clerks.

Chilton Polden has seven volunteer councillors who form the Parish Council, all of whom live in the village and play an active part in helping make our community a great place to live.

Applicants for the Clerk role are very welcome.

For further information & to discuss the role, please contact:

**Tim Hayne, Parish Council Chair & Interim Clerk
at clerk@chiltonpoldenpc.co.uk or ring 07900 242114**