

DRAFT

ASHBY ST MARY PARISH COUNCIL

VACANCY

The Parish Council has a vacancy for a **Parish Councillor**. Applicants are bound by certain statutory criteria.

Applicants must be 18 years of age or over and

- a resident of the parish; or
- the proprietor of a company that is registered in the parish.

Please apply in writing providing the following details:

- your name, age, home address, and landline telephone number;
- your email address if you have one;
- the title of the company that is registered in the parish of which you are the proprietor (if applicable);
- a statement explaining why you wish to become a parish councillor;
- any other information you consider relevant to the advertised position.

Please forward your application to;

The Clerk, Ashby St Mary Parish Council, 5 Cedar Drive, Loddon, Norwich, NR14 6LE

ASHBY ST MARY PARISH COUNCIL

VACANCY

The Parish Council has a vacancy for a **Parish Clerk**. Applicants are bound by certain statutory criteria.

Applicants must be 18 years of age or over and ideally should have experience in the use of a computer, use of email, accountancy skills, available for all meetings of the Parish Council (normally 7 meetings annually), and an enthusiasm to serve.

The tasks of a competent parish clerk to Ashby St Mary have been assessed to take one a half hours each week. A national rate of remuneration is offered in line with Local Authority terms and conditions. All equipment and consumables to fulfill the role will be provided.

The successful applicant shall be expected to undergo all training courses required of a Clerk in order that good governance and finance compliance are adhered to.

Please apply in writing providing the following details:

- your name, age, address in the parish, and landline telephone number;
- your email address if you have one;
- a statement explaining why you wish to become the parish clerk;
- the extent of your experience (of the matters referred to above);
- any other information you consider relevant to the advertised position.

Please forward your application to;

The Clerk, Ashby St Mary Parish Council, 5 Cedar Drive, Loddon, Norwich, NR14 6LE