

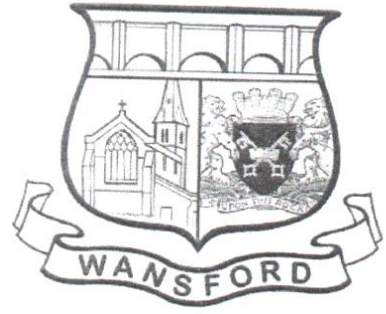
# WANSFORD PARISH COUNCIL

Chairman: Tim Pearson

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## *Would you like to be our Parish Clerk ?*

Wansford Parish comprises some 200 dwellings north of the River Nene in the Peterborough City Council area. Our Clerk attends meetings in the Community Hall, (but currently online), starting at 7:30pm, on the second Monday in the month, and spends about 5 hours a week preparing the agenda, writing up Minutes, and sending letters and emails. The Clerk is the Responsible Financial Officer and as such is responsible for all financial records of the Council and the careful administration of its finances. You will be required to be able to store Parish Council records and documents securely and update the Parish Council's web site regularly. There are seven elected Parish Councilors, who work voluntarily and our Clerk's pay scale is typically SCP 15 (£12.24/hr from April 2020). Any complete beginner would serve 6 months' probation and would have to become a CILCA qualified Parish Clerk. The Parish Council can provide training for a person willing to work towards this qualification.

If you are interested in becoming our Clerk and would like to find out more, please contact me or our current Clerk, Wendy Gray, at wendy7wansford@gmail [01778 441312] ASAP. To apply for the position, you will need to send your CV and a covering letter via email.