

## George Nympton & Queen's Nympton Parish Council

### Parish Clerk Vacancy

The Parish Council has a vacancy for the position of Parish Clerk.

This is an opportunity for a parishioner to join the Parish Council team and to take part in the interesting and essential work of the Council.

Traditionally, all of our councillors and our Clerk are volunteers who work in support of our community. We rely on volunteers to maintain our very local Parish Council.

In addition to carefully considering planning applications and impact of local decisions on our community, we also try to be proactive.

We support the village hall and the church directly and through lobbying for district and county grants. In recent times the Parish Council has delivered super-fast broadband for our community and a community defibrillator. These are just examples of what we can do with enthusiastic participation in the work of the council. We welcome engagement from our community.

The Parish Clerk is responsible for ensuring that the standards of the council are upheld and our statutory requirements are met.

In practice the Clerk sets the agenda for meetings in collaboration with the Chairperson, takes minutes of the meetings and makes them available to our parishioners and monitors Parish Council emails and correspondence before sharing with councillors. The Parish Clerk responds to emails, correspondence and planning applications on behalf of the Council.

Ordinary meetings are every two months and occasionally extraordinary meetings are held if necessary. Some months are busier than others, however we estimate that the Clerk should expect to contribute just a few hours per month, usually 3-4 hours.

We are very fortunate to have a councillor who manages our website and a councillor who serves as the Responsible Finance Officer, both of whom are a great support to the Clerk.

All of our experienced councillors are keen to welcome and help a new Clerk to settle into the role. We have a wealth of experience on the council and we look forward to sharing that with a new member of the team. Training will of course be provided and supported. We are a member of Devon Association of Local Councils who provide valuable information and support to the clerks and councillors.

The council have the option to employ a paid clerk. However, we are very aware that this would inevitably impact on the precept we pass on to our parishioners via council tax and are keen to avoid this if possible

Please get in touch with us if you are interested in this vacancy or would like more information.

Chairman-Ian Horsnell, email [ikfrippets@live.co.uk](mailto:ikfrippets@live.co.uk)

Councillor- Nan Maxwell, email [nan\\_maxwell@hotmail.co.uk](mailto:nan_maxwell@hotmail.co.uk)