

**Clerk to Patrick Brompton Parish Council**  
**Vacancy for Parish Clerk from November 2019**

Patrick Brompton Parish Council is looking to appoint a Clerk. The starting rate of pay will depend on experience and qualifications and will be based on the general hourly rate for part-time clerks; Spinal Column Points (SPC) 18 to 22, paid monthly in accordance with National Joint Council for Local Government Services together with home working allowance and reimbursement of reasonable expenses. This is a part-time post for 3-hours per week. The post involves working mainly from home but with attendance at evening meetings.

Patrick Brompton is a small village near Bedale, Richmondshire in North Yorkshire. The Parish Council comprises 5 Councillors. The Council usually meets on a Wednesday evening every other month and normally has 6-meetings a year.

Duties include:

Preparing the agenda and all appropriate meeting notices and summonses, taking and writing up the minutes of the meetings.

Receiving and circulating correspondence, drafting replies and following up agreed actions at meetings, liaising with public bodies and agencies as necessary. This will include planning applications where deadlines must be met. Posting notices, agendas, minutes and accounts to website as per statutory requirement and ensuring copies of these documents are available for notice boards in the Parish.

Previous local government experience is desirable but not necessary as training will be given.

It is hoped that the successful candidate will be able to start in post from the 7<sup>th</sup> November to go through a handover period with the current Clerk of the Parish Council and be able to attend their first meeting of the Parish Council on the 13<sup>th</sup> November.

Full Job Description and Application Forms are available from:

Jon MacNamara (current Parish Council Clerk) on [macnamarajj@gmail.com](mailto:macnamarajj@gmail.com) or on 07495 458 173 – for informal enquiries please contact Jon who will be happy to answer any questions.

**Closing Dates for Applications: Monday 7 October 2019**

**Short-Listing for Applications: Tuesday 8<sup>th</sup> October – Tuesday 15<sup>th</sup> October 2019**

**Interview Date: Monday 21<sup>st</sup> October 2019**

**Handover & Appointment: 7<sup>th</sup> November 2019**

**Parish Council Meeting: 13<sup>th</sup> November 2019**