

Tanfield Parish Council

NEWSLETTER

October 2015

VACANCY FOR CLERK

Tanfield Parish Council seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council.

The time spent by the Clerk on Council business varies through the year, but approximates to eighteen hours per month, and is paid in accordance with the National Agreement for clerk's salaries, from £9.21 per hour according to experience, plus reasonable expenses.

The Clerk's duties include:

- Acting as advisor to the Council.
- Attendance and minute taking at up to 12 evening meetings per year.
- Dealing with correspondence.
- Preparation and distribution of a simple newsletter.
- Accounts and the annual audit as the Clerk is also the Responsible Financial Officer.
- Website and playground management.

The ability to use and access e-mail, Word, Excel and other relevant technology is necessary.

Previous experience in local government administration is desirable but not essential as training can be provided.

The post holder will work from home and will be required to attend evening and some daytime meetings.

Application forms and further information is on the Council's website (www.tanfieldparishcouncil.btck.co.uk) or may be obtained from the present Clerk:

Mrs Iona Taylor

Morningside, Grewelthorpe, RIPON, HG4 3BT

Tel: 01765-658376 E-mail: tanfieldparishcouncil@yahoo.co.uk

Closing date for applications: 10th November 2015. Interviews, if required, will be held during w/c 16th November 2015. Post available from 1st December 2015.

VACANCIES FOR NEW COUNCILLORS

After the resignation of Steven Houston there are three vacancies for Councillors on the Parish Council.

So if you're interested in what's happening in your local area then why not consider joining?

The Good Councillor's Guide can be found on the Council's website. Please contact the Clerk for more information or to express your interest.

Clerk to the Parish Council:

Mrs Iona Taylor

c/o Morningside, Grewelthorpe, RIPON, HG4 3BT

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BONFIRE & FIREWORKS — CANCELLED

The Parish Council has agreed not to proceed with this year's bonfire and fireworks event. This is because it was only contacted by one person who was willing to help organise it.

Thanks go to everyone who's supported or helped at the event in previous years.

NEXT MEETING

The next Parish Council meeting will be held on Wednesday 21st October 2015 at 7pm in West Tanfield Memorial Hall.



Items on the agenda include the 2016/17 budget, proposals for a solar farm near East Tanfield and a report from the recently held Quarry Liaison meeting.