



ALKBOROUGH & WALCOT PARISH COUNCIL

Friday, 10th March 2017

PARISH CLERK VACANCY

A vacancy for a Parish Clerk to commence mid-May has arisen. The role also includes that of Responsible Financial Officer and Burial Clerk. Would anyone who would like to apply for the position please contact the undersigned.

The Parish comprises the village of Alkborough and the hamlet of Walcot and lies within a Conservation Area. It contains about 190 households and has a population of approximately 460. The Council owns a small play area, several village benches, and village signs and flower beds. It also manages the open Cemetery, and maintains open spaces within the parish, including rights of ways, and the war memorial. The Council consists of 8 councillors and Council meetings are held on the first Wednesday of the months of January, March, May, July, September and November. Meetings are held in the Methodist Chapel and usually last about 1½ hours. The Parish Clerk is responsible for preparing agendas and minutes of the meetings, for administration of the finances of the Parish and liaison with North Lincolnshire Council and other bodies. The Parish Clerk is also responsible for maintaining the Parish website including posting articles and loading required documents. The Parish precept is £4,500 (which includes the grant). Hours are variable, part-time, but in an average year they total about 124 hours, working from home. Payment is in accordance with NALC rates, depending upon experience.

John White
Chairman, Alkborough & Walcot Parish Council

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