

CHARLTON ST PETER & WILSFORD PARISH COUNCIL

Parish Clerk – Job Description

We are a small Parish made up of two villages and currently have six councillors who meet four times a year to deal with parish business.

The role currently has the following responsibilities:-

Produce and circulate meeting notices and agendas by email.

Attend meetings, produce minutes and circulate by email.

Receive Parish correspondence and circulate as appropriate to councillors and or residents.

Communicate by letter and email on behalf of the parish council.

Update the Parish website from time to time (ie accounts, minutes etc).

Liaise with the Chair and other councillors as needed.