

You are hereby summoned to an Extra Ordinary Meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Monday 20th June at 6.00pm to be at Lapley and Wheaton Aston village hall

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be tape-recorded by the Parish Council.  The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes.

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

***We kindly request that all councilors, employees and members of the public planning on attending the meeting take a lateral flow test at least thirty minutes before entering the meeting place. In the event of a positive result please do not attend and follow Government advice***

Public Forum

* Democratic thirty minute period/public discussion time: From 7.00pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)

No member of the public may speak for more than five minutes (standing order 3g)

1. **To consider apologies.**
2. **To receive declarations of interest and consider dispensation requests & Code of Conduct.**

**28. To review the paperwork for the vacancy of Assistant clerk**

**29. To confirm the procedure for recruitment of Assistant Clerk**

Mrs A Watson Parish Council Clerk

13.6.21

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the

crime and disorder implications when exercising its functions with due regard to the likely effect

of the exercise of those functions and to do all that is reasonably can to prevent crime and

disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of Care into consideration.

# LAPLEY, STRETTON AND WHEATON ASTON

# PARISH COUNCIL

# Assistant Clerk

**(9 hours per week)**

**Salary SCP 12 starting point**

**£22,183**

**per annum ( based on 37 hours per week)**

Dependant on experience

**Mornings preferred**

**Office within Staffordshire Business Hub, South Staffordshire Council, Wolverhampton Road, Codsall**

The role of the Assistant Clerk is to provide administrative support to the Parish Clerk and the Parish Council.

The post holder will work closely with the Parish Clerk to help implement the aims and objectives of the Council. It is essential to have a flexible approach to work to meet deadlines. There may be some training and meetings outside of office hours as and when required.

Applicants will have the determination and organisational skills to manage a busy and varied workload. Applicants should ideally have an administration or professional qualification, administration experience and a good level of IT skills to include working with websites. Experience in using Office 365 is essential in particular Outlook, Word (including mail merge) and Excel. Knowledge of WordPress, MS forms, and Canva would be an advantage.

Whilst previous experience of working in local government is not critical, knowledge of administration relevant to Parish Councils would be useful along with a commitment to undertake sector relevant qualifications

**Closing Date: 8th July 2022 at 12 noon**

**It is anticipated that interviews will be held on Wednesday 13th July 2022**

**To apply please send a covering letter and CV either by email to** [**office@wheatonastonparishcouncil.gov.uk**](mailto:office@wheatonastonparishcouncil.gov.uk) **or post to LSWA PC office F028 Staffordshire Business Hub, South Staffordshire Council, Wolverhampton Road, Codsall, WV8 1PX**

**Please ensure that you can demonstrate how you meet the essential criteria for the post.**

Where we receive a high number of applications we may long list and conduct a telephone interview or Assessment Test before short-listing for interview.