**WEST STAFFORD PARISH MEETING CLERK - VACANCY**

Would you like to help your fellow villagers by organising the bi-annual West Stafford Parish meetings? Dr Paul Thompson, the current clerk, will be retiring after this April's meeting. No experience required and Paul will be on hand to help and advise. Please contact Paul for more information: [paulwarrenthompson@gmail.com,](mailto:information.paulwarrenthompson@gr.iail.com) telephone 01305 261304 and mobile 07973627413.

Job Description.

The post of West Stafford Parish Meeting clerk is voluntary, unpaid and without executive power. However, it is an important service to the community, keeps you in touch with events and is a lot of fun. You can claim expenses if necessary. The post holder should be a resident of West Stafford. He/she reports to Knightsford Parish Council (KPC) via the KPC chair person and KPC Clerk.

There are two meetings per year chaired by an elected resident of West Stafford and held in the Village Hall. In the absence of a local chair person, as has been the case for the last few years, the chair person or vice chair person of KPC will chair the Parish Meeting. There is an annual meeting in the spring, usually late April and an autumn meeting usually in late October. The annual meeting's primary function is to present reports from Village committees and representatives, discuss items of interest raised by Village residents and KPC councillors and vote on Village matters. The autumn meeting's primary function is to discuss and vote on financial Village matters particularly precepts for specific Village activities. These include: a draw down from the dowery held by Dorset County Council for maintenance of the Village green; precepts for specific projects proposed by Village committees and; proposals for projects to be funded by the Community Infrastructure levy (CIL). For information, a precept is a tax that parish council's charge their local electors to meet their budget requirements. Parish Councils do not receive any direct funding from central government and rely on their precepts plus any other income they generate from services or facilities they provide.

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The Parish Meeting clerk's responsibilities include: booking the Village Hall; liaising with the Meeting chairperson and KPC chair person; contacting Village committee chair persons and Village representatives for reports and precept requests; producing an agenda for each meeting; opening the Village Hall and arranging tables and seating; taking notes at the meeting; producing minutes of the meetings and distributing the agenda and minutes via the website, noticeboard and Oyez, the Village newsletter.