

PULBOROUGH PARISH COUNCIL

VACANCY FOR COUNCILLOR

There is currently an opportunity for people living or working in Pulborough to be involved in decisions about the Village.

MAIN QUALIFICATIONS

- an interest in the village
- a knowledge of the area
- the energy – and will - to tackle problems and areas for improvement
- residence within the parish (or within three miles) and/or principal employment in the parish during the past 12 months

The basic time required is two or three evenings a month, but priority will be given to people who are prepared to spend a few extra hours a month on projects which will benefit the village.

RESPONSIBILITIES

The Parish Council has a long list of responsibilities and interests of which the following are key:

- representing the village's interests in planning matters and providing comments on planning applications
- setting the Precept and deciding how the budget of £97,000 should be spent
- maintaining the recreation ground and playing field and the children's playgrounds
- working to improve the environment for residents

Anyone interested in applying for the vacancies should contact Jenny Dorling, the Parish Clerk, on 01798 873532.

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ASSISTANT PARISH CLERK

Required for up to 25 hours a week including five mornings in the public office and up to one evening meeting. Pay currently £7.00 per hour.

Duties include dealing with correspondence and enquiries in person, monitoring Village facilities and preparing Council papers. Must be efficient, well organised, computer literate and able to work under pressure and on own initiative. Good local knowledge and current driving licence essential.

For job description, please telephone 01798 873532.