



Ansty Parish Council

Ansty, Salisbury, Wiltshire

Dear Villager

Most Ansty parishioners will be aware we have been looking to fill two parish council vacancies in Ansty. One position was for a councillor and the other a parish clerk. We had been advertising these roles for a while, but another recent appeal for assistance by myself did meet with some success and we are delighted to announce that Louise Gooding has been co-opted to serve as a councillor thereby bringing our contingent back up to full strength!

Having a full parish council gives the village a level of independence to take its own decisions and the opportunity to provide a collective response where local views are sought, particularly from Wiltshire Council. It gives us a voice at area meetings, for instance the Area Board and the area transport group. It also provides us with a direct link into Wiltshire Council for the dissemination of information to us and more direct access to the services they provide.

However, we are still looking for someone to take up the post parish clerk. It is imperative for the parish council to have a clerk as it is a statutory requirement to have independent financial control outside of the councillors. The role is too small and intermittent to attract the regular clerk fraternity and for us there must a limit on the proportion of our small precept income we wish to spend on clerk services. The role does not require specialist skills as you will see from the description below.

Clerk

The principal duties of the parish clerk are to produce some minutes following the parish council meetings and annual village meeting, some admin actions following meetings, keeping simple accounts, making payments, completing the end of year returns in conjunction with the chair. The financial accounts are very simple in the form of a cash book. Our annual income is approx. £2,100 and typically we make just 15 or 16 payments over the whole year. Six of these relate to the Clerk's salary. The clerk is paid £72/month. We have a parish email account which is managed by the clerk. There are other duties from time to time, but these are the main functions. The clerk works closely with the councillors as part of a small team.

Please get in contact with me if you think you can help us out with our parish clerk vacancy and I can hopefully answer any questions you may have.

Many thanks

Tim Martin (parish council chairman)

on behalf of our parish councillors