



Draycott-in-the-Moors PARISH COUNCIL

NOTICE OF VACANCY FOR THE ROLE OF PARISH CLERK

www.draycottinthemoorsparishcouncil.gov.uk

Date: 22/09/2025

JOB VACANCY FOR PARISH CLERK

To administer for the Parish Council of Draycott-in-the-Moors

Covering the area of Draycott, Cresswell, Draycott Cross, Newton and Totmonslow

5 hours per week (spread flexibly over each month)

Salary rate Local Councils LC1 Point 12 £ 14.82 per hour

Tasks to include:

Setting the Agenda for the Parish Council Meetings (11 meetings per year)

Preparing Agenda document packs for Councillors both digitally and printed

To add and remove items from the Parish Council Website and social media

To add and remove notices from three notice boards

To circulate correspondence to Councillors

Arranging the Church Hall room and minuting the Parish Council meetings

Transacting Financial matters: payments to be made, income received and Banking

To manage PAYE for 1 employee (the Clerk)

To write letters to residents to solve complaints and to action tasks requested by the Council.

Bookkeeping – monthly financial records

Accounting and Budget setting

To submit annual reports to the Auditor

To make sure all the Councils decisions are within the legal framework for Parish Councils

To apply for grants

To liaise with contractors doing jobs in the Parish

To gather quotations for projects

Organising the Annual Parish Meeting

To attend occasional Parish Cluster meetings and to attend meetings at SMDC.

Homeworking necessary with one meeting on second Monday of each month at Draycott Church Hall

Experience of administration would be preferable but training is given for all areas of responsibility

Laptop and printer supplied

Storage of Council documents

If you would like to ask any questions, please email:

To apply please send your CV to clerk@draycottinthemoorsparishcouncil.gov.uk

Applications to be received by Friday 10th October 2025

Postal address: Draycott in the Moors Parish Council, C/o Parish Clerk, 3 The Island, Tean, S-o-T, ST10 4JE

Immediate start available