

Loxton Parish Council

CLERK/RESPONSIBLE FINANCE OFFICER DUTIES

MEETING WORK

Includes: Attendance at Parish ,District & ALCA meetings
Servicing meetings – Agendas, Minutes and Reports etc:

ADMINISTRATIVE WORK

Includes: Writing Letters, Responding To and Forwarding Emails, Filing,
General Clerical Work, Record Keeping, Planning Applications etc:

PR WORK

Includes: dealing with Public and Press, Magazine Reports etc:

OTHER WORK

Includes: Dealing with Footpaths, Highways, Parish Acre, Village Orderly
etc:

Attending Training Courses

ACCOUNTS WORK (RFO)

Includes Daily Accounts, Budgets, Annual Reports, VAT Returns,
Internal and External Audits (Meetings with Internal Auditor)

HOURS WORKED

At present the Loxton Clerk is paid for 2 hours per week

Clerk: 2018 – 2020
Kirsten Griffiths, 2 odge Close, Yatton BS49 4DX
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