

RUDGWICK PARISH COUNCIL

Minutes of the Rudgwick Parish Council Meeting held on Monday 12th February 2018 at Rudgwick Hall, Bucks Green at 7 pm.

Present: Councillors R Landeryou (Chairman), R Bookham, D Buckley, V Davis, A Haynes, I Maclachlan, R Wild.
Clerk: Mrs J Foote

Also in attendance: Three members of the public (arrived prior to 7pm and left 8.35 pm)

180/17. **Apologies for absence** had been received from Cllrs Brown, Ellis and Gilmour and reasons for absence were unanimously approved.

181/17. **No Declarations of Interest and** notification of changes to Registers of Interest **were declared.**

182/17. It was **resolved** that **Minutes of the previous Meeting** held on the 15th January 2018 (previously circulated) could be confirmed as a correct record. Proposed by Cllr Maclachlan seconded by Cllr Davis and unanimously agreed. The Chairman signed the minutes.

7.03 pm District Councillor Bailey arrived and was welcomed to the meeting by the Chairman.

183/17. **Matters arising from the previous meeting** (for noting only) **and review of Action Point**

List.

37/6/15-76 Actions from RoSPA inspections: Cllr Haynes to contact contractor again and pass on contact details to Clerk.

52/7/15-86 Ramp for RH: Clerk has contacted contractor and is awaiting a reply.

154/12/15-117 Traffic Calming Measures - Clerk has contacted WSCC regarding licence for gates – Cllrs to input information on licence application. Working group to meet again to address various issues, including Church Street traffic calming/school pedestrian crossing.

70/7/16-5 Tennis Club Lease – Documentation has been submitted to solicitor. Tennis Club is now indicating a possible extension of current shed, this may require another lease for the additional land.

4/86/17-1109 Jubilee Hall – actions from report discussed and covered under relevant Agenda item.

9/106/17/17-0910 Separate e-mail addresses for Councillors to conduct RPC correspondence: Clerk has received further details regarding the different options. However, there is no clarity regarding what option would be most appropriate. It is essential that new GDPR is adhered to. Further information is being sought.

(NOTE: decisions cannot be made under this item it is for information only)

7.08 pm County Councillor Mitchell arrived,

184/17. Chairman had **no** announcements. He welcomed County Cllr Mitchell to the meeting.

185/17. **Reports from District and County Councillors** (for information only)

District Cllr Bailey reported that the new waste collection programme has started. There were no updates on Smithers Rough or other matters. Next week the Full Council is meeting to enact the setting of Council Tax for the coming year. Government Grants are minimal, next year the Council is expecting to achieve a small financial surplus.

The following questions were asked:

- Had Horsham District Council (HD) provided a response to Gatwick Airport's Noise Management Board proposed new night flight trial be carried out in early 2019; as this would affect Rudgwick Parish? A discussion took place and it was recommended for individuals to write to Gatwick Airport directly, with a follow up from Rudgwick Parish Council if a reply is not received.
- Can S106 monies be allocated to private organisations and could S106 monies be re-allocated if a project could not go ahead? A discussion took place and clarification needs to be sought from HDC and Cllr Bailey would support requests for re-allocation.
- Cllr Wild referred to a recent representation on a local planning application from Wealden District Council which objected on the basis that no investigation had been carried out into the impact the development would have on the deposition of nitrogen dioxide on the Ashdown Forest and other sensitive areas in their district. This followed on from a recent court of appeal judgment. Cllr Bailey was asked if HDC would be providing any guidance on this point, given that it could have an impact on considerations relating to local neighbourhood plans. Cllr Bailey advised contacting the director of planning at HDC direct.

County Cllr Mitchell reported on District Council and Council budget setting, 3½ % and 4.9% respectively. Following on from RNIB (Royal National Institute of Blind People) complaints to West Sussex County Council (WSCC) regarding the number of advertising sandwich boards in the Carfax, HDC is addressing this. County Cllr Mitchell mentioned the CAGNE (Communities Against Gatwick Noise Emissions) meeting taking place on 25th February and recommended attending the meeting and engaging with CAGNE. Rudgwick's interests regarding the proposed Gatwick Airport's Noise Management Board proposed new night flight trial would, as a result, be represented. County Cllr Mitchell confirmed his commitment to supporting Rudgwick Highway projects.

7.38 pm County Cllr Mitchell left the meeting.

186/17. Members of the public did not take up the invitation to speak.

187/17. **Planning**

- i) There following current Planning Applications were considered for comment to Horsham District Planning and outcomes unanimously agreed.

DC/18/0080/ 0082/0084/ 0085/0087	Ingfield Manor School, Ingfield Manor Drive, Five Oaks, Billingshurst	Removal of condition 3 to previously approved application BL/9/60 (Proposed erection of new boarding school for 50 children, 9 staff houses, 2 cottages and a block of garages.) No comment
DC/18/0150	Farnbrakes, Church Street, Rudgwick, RH12 3EJ	Variation of condition 1 to previously approved application DC/16/2668 (demolition of existing dwelling and erection of 2 no 4 bedroom houses, garages, parking and associated external works). Minor material amendments to approved floor and elevation plans. Objection – on the grounds of departure from the initial plans.
DC/18/0065	Hall House, The Haven, Billingshurst	Erection of a stable building and associated sand school. No objection
DC/18/0202	Hedgecocks, Drungewick Lane, Loxwood, Billingshurst	Demolition of five existing outbuildings and erection of a new ancillary outbuilding and garden No objection
DC/18/0120	Morelands Barn, Naldretts Lane, Rudgwick, RH12 3BU	Demolition of existing barn. Erection of four- bedroom barn style dwelling. Objection – on the grounds of overdevelopment

ii) Comments made on Planning Applications under delegated powers were noted.

DC/18/0116	1, The Marts, Rudgwick RH123HH	Demolition of existing side conservatory and erection of replacement side extension. Flat roofs over front porch and garage to be replaced with pitched roofs.	No objection
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iii) Decisions made by Horsham District Council on previous applications were noted.

DC/17/2500	Gallops Cottage, Morgans Green, The Haven, Billingshurst	Demolition of existing single-storey extension and erection of two storey side/rear extension.	Withdrawn Application
DC/17/2760	Firtree and Danesfield Plantation, Hyes	Prior notification for the creation of agricultural access tracks.	Withdrawn Application

	Woodlands, Waterlands lane, Rowhook		
DC/17/1951	Gibbons Mill Farm, The Haven, Billingshurst	Demolition of existing dwelling and erection of replacement two-storey dwelling.	Application Permitted
DC/17/2256	Rudgwick Metals Ltd, Church Street, Rudgwick	Proposed erection of 1x non- illuminated sign	Application Permitted
DC/17/2354	Hermongers Farm, Hermongers, Rudgwick	Erection of 2x detached single storey (with mezzanine floor) four bedroom dwellings following approval of previous application DC/17/1205 (Prior approval for proposed change of use of agricultural building to 2 dwelling houses (Use Class 3) and associated operational development.	Application Permitted
DC/17/1462	Hedgerow Cottage, Barnsfold Lane, Rudgwick	Erection of two storey timber framed garage with ancillary accommodation above.	Application Permitted
DC/17/2360	Smithers Farm, Guildford Road, Rudgwick	Change of use from office to residential annexe.	Application Permitted
DC/17/2561	Weyhurst Farm, Guildford Road, Rudgwick	Erection of a two storey workers dwelling.	Application Permitted
DC/17/2734	40 Furze Road, Rudgwick	Single storey rear extension and new side entrance.	Application Permitted
DC/17/2877	Farnbrakes, Church Street, Rudgwick, RH12 3EJ	Non-material amendment to previously approved application DC/16/2688 (Demolition of existing dwelling and erection of 2 no 4 bedroom houses, garages, parking and associated external works) Amendment for alterations to dormer and bay windows. Porch roof alterations, closed eaves, provision of close board fence to rear boundary and amend levels and provision of wall along access drive.	Withdrawn Application

iv) There were no Appeal Notices/Decisions.

188/17. Decision made by the Clerk under delegated powers was noted.

- Changed utility provider plans/introduced Direct Debit payments for both RSCC building/ Jubilee Hall to access cheaper tariffs.

189/17. Clerk's announcements were noted.

- Lloyds Bank paid £118.50 compensation for providing incorrect information regarding internet banking.
- Pennthorpe School will be using the cricket wicket at King George V on a fortnightly basis during the summer term. In return, the adult cricket team and junior cricket team are allowed to use Pennthorpe School indoor sports facilities for training.
- Modification to the Joint West Sussex Minerals Local Plan document was received. It has no impact on Rudgwick Parish.
- Quarterly Finance Check up to 9 January had been carried out by Cllr Wild.
- Horsham District Council was invoiced for £12,295.36 S106 monies regarding Rudgwick Hall toilet refurbishment.

190/17. Reports from Parish Council representatives on outside organisations

Horsham Association of Local Councils (HALC): January minutes circulated, Cllr Landeryou was unable to attend but will attend meeting of 18th April 2018.

Youth Centre: Youth Worker will be on a six-week sabbatical and arrangements for cover are in place. The potential for re-development it to be considered and detail of the project reserve held by RPC will be requested.

Rudgwick Brickworks Liaison Group: Nothing to report. No meeting had taken place, next meeting is 13 February which Cllr Maclachlan is unable to attend. Update on Bridge repairs: minimal and shoddily done. Southern Water has not addressed the pipework problems and Highways are unable to proceed with major repairs until this is done. Clerk to write letter to Southern Water.

CAGNE – meeting to be held on 25th February, Warnham and Cllr Landeryou to attend.

191/17. Rudgwick Sports & Community Centre (RSCC)

An update was provided:

- De-registration of lease is not yet resolved.
- Awaiting response from Football Foundation regarding current situation
- Continue to meet with "Little Street"
- Heads of Term cannot yet be prepared
- Maintenance of car park/access road – a quote for £300 for work to be done has been received.

It was **resolved** to appoint C Mallpress to undertake the work at a time to be confirmed by the RSCC working party. Proposed by Cllr Buckley seconded by Cllr Bookham and unanimously agreed

192/17. Rudgwick Neighbourhood Plan

An update was provided:

- Horsham District Council (HDC) Planning Framework may see a Government led increase of 20% in new dwellings required by 2031. This would result in the current figure for Rudgwick of 70-100 new dwellings to be increased.

- At a Neighbour Planning meeting in January it was confirmed that “windfall” developments cannot be included.
- Most identified sites for development are contentious to some of the population.
- Smithers Rough, if it were to go ahead the pitches could not be included in the Neighbourhood Plan and would also not attract S106 monies.

Serious concerns regarding the viability and value of the Neighbourhood Plan as well as further costs that would be incurred, were voiced. District Cllr Bailey reported that three Neighbourhood Plans had been completed but that there were issues many Parishes in the District. Neighbouring Surrey Parishes are known to have issues too.

It was **resolved** that **the Neighbourhood Plan Steering Group would meet to discuss the future of the plan**, proposed by Cllr Buckley, seconded by Cllr Wild and unanimously agreed.

193/17. Grant request from Rudgwick Pre-school for six litter picking outfits.

It was **resolved to provide a grant of £74.81** for the costs of six litter picking outfits, proposed by Cllr Buckley, seconded by Cllr Wild and unanimously agreed. The items would be presented by the Litter Warden who will support the pre-school, children and families with the importance of preventing/collecting litter.

194/17. Grant request from Rudgwick Preservation Society (RPS) towards the publication of “Rudgwick’s Great War” Volumes 1 and 2

(The Chairman suspended the Standing Orders for a short period of time to give the representative of the RPS the opportunity to provide further information).

It was **resolved to provide a grant of £750** towards the costs of the project, proposed by Cllr Buckley, seconded by Cllr Wild and unanimously agreed.

195/17. Grounds maintenance 2018

It was **resolved to accept the cutting schedule contract** provided by Grastex (current prices to be held until 2020) and postpone annual maintenance commitment until further investigation into level of annual maintenance required, had been undertaken. Proposed by Cllr Wild, seconded by Cllr Maclachlan and unanimously agreed.

196/17. Hire charges for Rudgwick Hall and Jubilee Hall 2018/19

A discussion took place and it was resolved to accept the proposed hire charges for 2018 and to review in 2019. Proposed by Cllr Maclachlan, seconded by Cllr Landeryou and unanimously agreed.

Rudgwick Hall Hire charges from 1st April 2018

	Hire charges			
	Rudgwick Parish residents and current hirers	Non-Rudgwick residents	Rudgwick Parish residents – commercial hirers	Non-Rudgwick residents – commercial hirers
Hourly rate for up to two hours, minimum charge one hour				
	£12.00	£14.50	£17.50	£22.00
Sessions for 50 people or less				
Events				
AM 8.00 – 12.30 PM 13.00 – 17.30 PM 18.00 – 23.30	£37.50	£45.00	£85.00	£102.00
All Day 8.00 – 18.00	£75.00	£90.00	£190.00	£204.00
Parties *				
AM 8.00 – 12.30 PM 13.00 – 17.30 PM 18.00 – 23.30	£55.00	£66.00	£125.00	£150.00
All Day 8.00 – 18.00	£110.00	£132.00	£250.00	£300.00
Sessions for more than 50 people, maximum 120				
Events				
AM 8.00 – 12.30 PM 13.00 – 17.30 PM 18.00 – 23.30	£56.00	£67.00	£85.00	£102.00
Parties				
AM 8.00 – 12.30 PM 13.00 – 17.30 PM 18.00 – 23.30	£75.00	£90.00	£125.00	£150.00
Children's parties (to be booked within AM/PM sessions)	£42.50	£45.00	n/a	n/a
Deposits:				
Adult party/all day hire	£100.00	£150.00	£200.00	£300.00
Children's party	£50.00	£50.00	n/a	n/a

Jubilee Hall Hire charges from 1st April 2018

	Hire charges			
	Rudgwick Parish residents and current hirers	Non-Rudgwick residents	Rudgwick Parish residents – commercial hirers	Non-Rudgwick residents – commercial hirers
Hourly rate for up to two hours, minimum charge one hour				
	£11.00	£13.25	£15.80	£19.00
Events				
AM 8.00 – 12.30 PM 13.00 – 17.30 PM 18.00 – 23.30	£34.00	£41.00	£49.00	£60.00
All Day 8.00 – 18.00	£68.00	£82.00	£98.00	£120.00
Parties				
AM 8.00 – 12.30 PM 13.00 – 17.30 PM 18.00 – 23.30	£50.00	£60.00	£75.00	£100.00
All Day 8.00 – 18.00	£100.00	£120.00	£150.00	£200.00
Children's parties (to be booked within AM/PM sessions)	£28.50	£31.00	n/a	n/a
Deposits:				
Adult party/all day hire	£100.00	£150.00	£200.00	£300.00
Children's party	£50.00	£50.00	n/a	n/a

Additional Information:

- When booking sessions, setting/clearing up time is to be included in the session when booked. With hourly bookings, charges for setting up/tidying up are to be discussed with the Clerk.
- Rudgwick groups, societies and charities currently using the Hall will see an increase in hourly hire charges. However special discretion is given, resulting in hire charge increases of 5-7% as well as setting up/clearing up time.
- 10% discount for hirers that book 30 sessions (same day/time) or more (p.a.) in advance; with payments made within agreed payment period. If payments are not received, discount will be removed.

- Payments to be made at time of booking for individual bookings; multiple, regular bookings on a term-time basis.
- Hirers (other than private parties/events) that play music during their sessions are liable for £1.90; this is to cover costs incurred by Rudgwick Parish Council regarding Performance Rights Society levy.
(NB This is regardless of hirers have their own music licence)
- Regular users may be exempt from deposit requirements – please check with the Clerk.

197/17. Jubilee Hall Survey

It was **resolved to address the three major aspects of the action plan with urgency:**

- Drains (clearing, inspection and work to be undertaken)
- Damp (soil to be removed and other required actions)
- Crack in wall (contact RPC insurers as recommended in survey report).

Proposed by Cllr Wild, seconded by Cllr Haynes and unanimously agreed.

198/17. Skate Park maintenance.

It was **resolved to receive a recommendation from Hall and Recreation Committee on repair to the Skate Park for the sum of £2,000 maximum.** Proposed by Cllr Bookham, seconded by Cllr Wild and unanimously agreed.

199/17. Annual Parish Meeting 12th March 2018

It was **resolved** to have the following agenda items (in addition to the usual ones):

- **Neighbourhood Plan**
- **Traffic Calming/Road Safety**
- **Health in the Village – presentation by Patients Participation Group**

Clerk to arrange banner and refreshments and contact Patients Participation Group.

This was unanimously agreed.

8.57 pm District Councillor Bailey left the meeting.

Items received after publication of the agenda and to be considered because of the special circumstances.

200/17. Request to cover insurance for The Haven Spring Clean

It was **resolved that RPC was unable to grant the request as current insurance policy does not cover this type of activity.** Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

201/17. Update of NS&I Investment Account declaration.

It was resolved that the Clerk, Mrs JAM Foote-Kortland is authorised to be the main contact and sign for withdrawals from the account. In addition, applications to withdraw deposits are to be counter signed by one of two councillors, Cllr Wild and Cllr Landeryou. Proposed by Cllr Bookham, seconded by Cllr Haynes and unanimously agreed.

9.00 Members of the public left the meeting,

202/17. Accounts

The following accounts have been paid:

5540/32/3/7	Salaries January	1,819.93
5544	WSCC pension contribution	428.42
5545	HMRC Tax and NI contributions - January	467.49
5546	CERTAS delivery of kerosene	624.65
5548	Weald Services – cleaning of RH/JH	289.00
5549	Saul Heath – Arborsense – HT Church burial ground survey	500.00
		£4,129.49

The following accounts were presented for payment:

5550	Keenan Consultants tree survey	828.00
5551	DM Handyman services - lighting Rudgwick Hall	91.80
5552	Abbey Boilers – Boilers Service Rudgwick Hall	91.02
		£1,010.82

For noting only:

List of current Direct Debits - with fixed/variable monthly payments

Direct Debits			
Detail	Reason	Total	Payable
British Telecom	Telephone/Broadband for JH	£ 46.92	Monthly
Horsham District Council	Non-Domestic Rates Jubilee Hall	£ 50.00	10 per year
British Gas	Gas supply in Jubilee Hall	£ 345.00	Quarterly
Business Stream	Water Services	£ 324.35	Quarterly
SSE Electric	Electricity Supply Jubilee Hall	£ 22.83	Quarterly
Horsham District Council	Emptying of Dog Bins/Litter Bin Jan-March 2018	£ 135.95	Quarterly
Horsham District Council	Non-Domestic Rates - Payment 3 due 15/03/201	£ 991.00	10 per year
Onebill Limited	Telephone Bill for Sports and Community Hall	£ 23.82	Monthly
Dual Energy	Electricity Supply for RSCC	£ 100.00	Monthly
Gazprom Energy	Gas supply in RSCC	£ 261.44	Monthly
Business Stream	Water Services	£ 239.19	Quarterly
SSE Electric	Electricity Supply at RH	£ 197.26	Bi-Monthly
British Telecom	Telephone/Broadband for RH	£ 60.22	Monthly
Business Stream	Water Services	£ 234.31	Quarterly
SSE Electric	Electricity Supply Street Lighting 26/9-27/12/17	£ 382.00	Quarterly
O2	Parish Council Mobile	£ 17.00	Monthly

23. Staff Matters

- Recruitment of an Assistant Clerk (p/t)– clerk to advertise vacancy, proposed person specification and job description with discussed amendments to be used.
This was unanimously agreed.

VACANCY: Assistant Clerk - Part-time (15 hours per week)

Rudgwick Parish Council is seeking a part-time assistant clerk, to support the Clerk/Responsible Finance Officer and the Council in the full range of duties associated with the functions of a local authority.

This is an excellent opportunity for someone who is enthusiastic, organised, self-motivated, a good communicator, with an eye for detail, interest in finances and a desire to work in a small community.

The position, based at the Parish Office, Bucks Green, Rudgwick is for 15 hours per week, exact working days will be agreed with the successful candidate.

Rate of Pay: £10.10 per hour (NJC LC1 Scale Point 20)

If you are interested in this role and would like further details, please contact:

Jonna Foote, Clerk on 01403 822678 or by e-mail: clerk@rudgwickpc.co.uk

(NB Working days: Monday/Tuesday and Wednesday)

The closing date for all applications is 30th March 2018. Interviews for applicants shortlisted will take place in the week commencing 9th April 2018



Rudgwick Parish Council

Parish Office, Rudgwick Hall, Bucks Green,
Rudgwick RH12 3JJ, West Sussex

JOB DESCRIPTION

Job Title:	Assistant Parish Clerk
Location:	Parish Office, Rudgwick Hall, Bucks Green, Rudgwick RH12 3JJ
Reports to:	Parish Clerk
Grade:	National Joint Council LC1 Scale Point 20, currently £10.10 per hour
Hours:	Part-time: 15 hours per week

1. Dimensions of the Role

The Assistant Parish Clerk will report to the Parish Clerk, who is the Proper Officer and Responsible Finance Officer of the Council. The post holder will support the Clerk in ensuring the efficient administration of the Council and its functions and to assist with community projects

2. Principal Accountabilities

- Support the Clerk to the Council in the role as the Proper Officer and Responsible Finance Officer of the Council as requested.
- Support the Clerk to prepare advice for the Council, and assist in the formation of overall policies to be followed in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions and in accordance with the Parish Council Standing Orders.
- Support the Clerk in the role as the Responsible Financial Officer as requested and in accordance with the Council's Financial Regulations.
- Support the Clerk with all aspects of the upkeep of Rudgwick Hall and Jubilee Hall: maintenance, hire arrangements, invoicing, recording payments and other duties as appropriate.
- Support the Clerk with ensuring statutory and other provisions governing or affecting the running of the council are observed.
- Support the Clerk with ensuring the council's obligations for risk assessment are properly undertaken and completed.
- Acting as a point of contact and representative of the Parish Council and when required, liaising confidently, effectively and professionally with people at all levels.

3. Office Administration

- Receiving and screening incoming calls, post and e-mails, and dealing or redirecting as appropriate.
- Issuing invoices, receiving payments, keeping records up to date, and filing information as appropriate.
- Uploading relevant documents on to the parish website and other mediums as required.

4. Meetings

- Provide administrative support in absence of the Clerk for meetings of the Rudgwick Parish Council (Council meeting, committees, working parties/groups), as required:
- Interact with councillors, external participants and the public.
- Liaise with Chairpersons over preparation of agendas and Chairman's notes.

- Ensure timely preparation of agenda papers and minutes involving:
 - Advise and assisting councillors in the preparation of papers to be submitted (presentation and style).
 - Edit, print, collate and distribute agenda and papers.
 - Attend meetings and take adequate meeting notes including recording the business of the meeting.
 - Prepare and circulate minutes.
 - Archive paper and electronic records of the business of the meeting.

5. Planning

- Support the Clerk with all aspects of planning applications administration, receiving and recording applications, distributing relevant documentation to the Council, liaising with West Sussex County Council and Horsham District Council departments and the general public.

6. Finances

- Support the Clerk with input of financial data, keeping records up to date, producing financial reports and budgets, issue and filing of invoices, file estimates, orders, and approved payments.
- Support the Council in identifying funding opportunities and to assist the Clerk with preparing bids for grants funding, including S106 funds.
- Support the Clerk producing information and quotes for designated projects.

7. Research on issues affecting the parish

- Study reports and other data on the activities of the council and on matters relevant to those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the council.

8. Governance

- Monitor the implementation of council policies and ensure they are effective and where appropriate suggest modifications.
- Ensure compliance with all regulatory and statutory requirements in connection with Parish Council business.
- Any other such duties as could reasonably be expected as directed by the Council.

9. General health & safety

While at work all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Observe Parish Council policies and procedures for health and safety
- Ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by Parish Council activities
- Be familiar and comply with Parish Council policies and procedures for health and safety

10. Knowledge, skill and experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of the council.
- Attend training courses, development sessions, local and national conferences on the work and role of the assistant clerk as required by the council.

11. Additional information

The post holder will be based in Bucks Green but duties, in relation to Parish business, may include travel within the district/county.

In the absence of the Clerk there will be requirement to attend evening meetings of the Parish Council. Time in lieu (to be taken at a time agreed between the post-holder and the Clerk) will be granted for the hours spent attending such meetings.

Travel allowance will be paid in accordance with the HMRC approved rates.

Terms and Conditions

Contract of employment will be based on the standard conditions for Local Government, membership of a pension fund is provided. Flexible working arrangements are negotiable.

Person specification for Assistant Parish Clerk to Rudgwick Parish Council

Criteria	Essential	Desirable
Education & Training	<ul style="list-style-type: none">• Educated to NVQ level 3 or equivalent standard, including relevant professional qualifications where appropriate.• GCSE grade A-C or equivalent qualification in English and mathematics.• Commitment to gain relevant training.	<ul style="list-style-type: none">• HNC,HND or Business related diploma/degree or equivalent in a business related subject.

Experience & Job Knowledge	<ul style="list-style-type: none"> • Proven experience of working in a responsible administrative capacity. • Experience of meetings administration, both internal management and public/stakeholder. 	<ul style="list-style-type: none"> • Previous experience of working in a local government or not-for-profit environment with an understanding of the structures and ethos. • Experience of project management.
Skills & Competencies	<ul style="list-style-type: none"> • Proficient in using a range of computer packages including Microsoft Office to deliver high quality documents, provide document storage and make relevant documents available to others. • Excellent written and verbal communication skills. Including: - <ul style="list-style-type: none"> - Draft reports, agendas and minutes. - Read complex documents, analyse, appraise and accurately summarise for councillors and the public. • Excellent organisational and time management skills, to be self-motivated and able to work under occasional pressure to meet deadlines. • Strong numerical skills. • Be able to work in isolation and organise and prioritise own workload. 	<ul style="list-style-type: none"> • An understanding of the legal and regulatory framework of a Parish Council. • Read, analyse, appraise and accurately summarise complex documents for councillors and the public. • Familiarity with website administration. • Evidence of implementing IT solutions to administrative and management challenges. • Knowledge of financial management processes. • Ability to generate innovative ideas and options for consideration.
Personal Qualities	<p>Able to:</p> <ul style="list-style-type: none"> • develop good working relationships including relating effectively with and gaining the confidence of elected Members. • act as an ambassador for the Council, building effective relationships and networks with the local community and external organisations. • handle confidential information appropriately • display attention to detail • display tact and diplomacy in all situations. 	
Other	<ul style="list-style-type: none"> • Proven evidence of eligibility to work in the UK. 	<ul style="list-style-type: none"> • Current driving licence and use of car.

203/17. **DATE OF NEXT MEETING:** Monday 9th April, 2018

There being no other business the Chairman closed the meeting at 9.11 pm

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Chairman

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Date