

WEST DEEPING PARISH COUNCIL

VACANCY FOR PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

Our current parish clerk and responsible financial officer will be leaving on 31st March 2026 so we have a vacancy available for anyone who would like to become involved in village affairs and to help us fulfil this valuable function for our community.

This is a paid role which involves dealing with receipts into and payments out of our bank account with quarterly and annual summaries, monitoring emails, our Facebook account and website and liaising with our elected parish councillors on all matters affecting the village. These will include planning applications from residents, maintenance, highways and cemetery issues in the village, along with local mineral extraction projects which impact upon us.

You will also be expected to prepare and publish the agenda and attend our Parish Council Meetings, which are usually held four times a year in the village hall, as well as our Annual Parish Meeting, which immediately precedes the Annual Parish Council Meeting in May each year. This will involve taking minutes and subsequently preparing a summary of these for councillors' approval.

The successful candidate will be able to predominantly work from home, at their own convenience. It is expected that the total work required should involve working approximately 20 - 30 hours per month.

If anyone is interested in this role and would like to apply, or request further information, please contact our Chairman, Cllr Glenn Fuller, by email at glenn@gladwellpatterson.com by Friday 20th February 2026.

6th February 2026