

AYLESHAM PARISH COUNCIL - FIXED TERM ASSISTANT CLERK VACANCY

Specific Committees/Work areas:

It is expected that the successful applicant will take responsibility for the following:-

- **Planning, Environment & Transport Committee** (evening meeting, work to include Agendas, Minutes, all tasks)
- **Recreation & Facilities Committee** (daytime or evening meeting, work to include Agendas, Minutes, all tasks)
- **Minutes of Finance, Audit & Personnel Committee Meetings** (evening meeting)
- **Minutes of Full Parish Council** (second Thursday evening of each month, except December)
- **Minutes of Extra-Ordinary Meetings** (as and when required, evening meetings)
- **Minutes of Annual & AGM Meetings** (evening meeting, once a year)

Amendments or additions may be made to this list to take into account workload and Council priorities.