

Cyngor Cymuned Llandegla Community Council

A vacancy has arisen for the PART-TIME position of CLERK TO THE COUNCIL and RESPONSIBLE FINANCIAL OFFICER

Salary Scale: LC2 points 21–28

(£32,115 – £37,938 pro rata; 37 hours per week full time equivalent)

Hours: Part Time – 20 hours per month (to include some evening meetings and hybrid working)

Llandegla Community Council are an elected body of 9 councillors from all walks of life who work tirelessly and voluntarily for the good and betterment of the people they represent. The Council meets on the first Thursday of the month at 7.00p.m. at the Village Hall. The local county councillor is also present at the meetings, where the council discuss many things from roads, footpaths, buildings, to giving views and comments on planning applications before they are sent before the full County Council. The Council's annual precept is in the region of £10,446.00.

The Council is seeking to appoint an innovative Council Clerk, with suitable experience, to take responsibility for all legal and financial aspects of the management and functions of the Council. Some knowledge of the Welsh language is advisable but not compulsory

The Council is looking for an enthusiastic and organised person, with good interpersonal skills and IT skills. The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to conduct all of the functions, and to serve or issue notifications required by law of a local authority's Proper Officer.

The person appointed will be accountable to the Council for the effective management of all their resources, including Cae Mair, updating the Council's website, producing timely and accurate minutes and updating local notice boards, as well as ensuring compliance with legislation. Ideally, candidates will have a sound knowledge of local government legislation, finance, and procedures. The successful applicant will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards obtaining it within 3 months of being in post.

To apply please send your CV with a covering letter to the Chair, Councillor Gwyneth Dillon by emailing gwynethdillon@llandeglacc.co.uk

Or, if you wish to have an informal discussion about the post please contact the Chair: Councillor Gwyneth Dillon on gwynethdillon@llandeglacc.co.uk

Closing date for application is Monday 30th June 2025

Interviews are planned for week commencing 7th July 2025

Llandegla Community Council is an Equal Opportunities employer and welcomes applications from all, regardless of age, gender, sexual orientation, race or disability.

