



WITLEY & MILFORD
PARISH COUNCIL



Appointment of Parish Clerk

- £44,075 to £48,226
- Local Government Pension Scheme

For more information please contact:
Louise Steele Locum Clerk to the Council
clerk@witley-pc.gov.uk
01483 422044



Appointment of Clerk

Application Pack

February 2026

If you would like an informal chat about this vacancy Louise Steele (Locum Clerk) would be happy to talk to you and answer any queries you may have. Louise may be contacted using the details given below.
clerk@witley-pc.gov.uk or on 01483 422044

Application is strictly via application form which is available from the parish council website or from the locum Clerk at clerk@witley-pc.gov.uk Please do not enclose a CV. Completed applications should be sent to the locum Clerk by 12:00 on Monday 2 March 2026



JOB ADVERT

Clerk to the Parish Council

SCP 33 – 37 £44,075 - £48,226

This is an exciting opportunity to become part of an active Parish Council in south-west Surrey playing a key role in the growth of its community.

The Council seeks an aspiring and proactive manager to lead the Council into the future. The successful candidate will share our commitment to community service, provide leadership to our excellent staff team and build a wide range of positive relationships with Councillors, staff and partner organisations across the public, private and voluntary sectors.

This is a real opportunity for an individual with a demonstrable track record of sound managerial, communication and organisational skills. This role will require strategic thinking, adaptability and readiness to evolve as the local government landscape develops. We seek a proactive individual who will prepare for emerging challenges and opportunities whilst safeguarding the Council's strong governance and financial stewardship.

Witley & Milford Parish Council provides a wide range of quality services including playgrounds, recreation and sports facilities, open spaces, allotments, a cemetery and churchyard.

You may be an experienced Clerk or Deputy Clerk holding the Certificate in Local Council Administration (CiLCA). Or, you may instead have a successful background in the private/voluntary sectors or elsewhere in local government and be prepared to qualify as a Clerk.

This is a full-time post- 37 hours per week to include regular evening and occasional weekend working; there is an expectation that the parish office will be staffed when it is open to the public but provided this expectation is met there is scope for flexible and/or hybrid working.

The closing date for applications is Monday 2 March 2026. Interviews will take place week commencing 9 March 2025.

For a recruitment pack, further information or an informal discussion, please contact the locum Clerk Louise Steele on 01483 422044 or email clerk@witley-pc.gov.uk

About Witley & Milford Parish Council

Witley & Milford Parish Council (W&MPC) is the most local level of elected representation. Its aim is to serve as a vehicle of local opinion; to provide an effective link between the local residents and both Waverley Borough Council and Surrey County Council; to express local feelings and interests and to keep watch on all developments within the parish. The Council has a good record of delivering well-respected services and facilities which contribute considerably to the life of the parish.

W&MPC lies within Waverley Borough, where it is the fifth largest settlement, with a population of 9,500. It is characterised by a mix of large and small villages and is dominated in economic terms by service industries such as education, and by commuting to Guildford and Farnham, and to London to a lesser extent. The parish is scheduled to add over 400 additional houses in the current Local Plan, and many more under the latest housing allocations.

W&MPC is composed of 16 seats and currently has 12 members. The parish is divided into three wards: Milford Ward (seven seats), Witley Ward East (eight seats) and Witley Ward West (one seat). The Council has a Chair and Vice Chair, who are elected each May at the Annual Meeting of the Council.

All councillors meet together as the Full Council once a month, excluding August and December. These meetings are open to the public and are held on the last Thursday of the month. The Council also has three committees and groups: Amenities and Environment, Finance and General Purposes (which both meet on a two-monthly cycle), Planning & Highways (which meets remotely every three weeks, and Staffing (who meet approximately four times in the year). With the exception of Planning & Highways who meet on a Wednesday evening at 7.30pm, all other meetings take place at 8pm on Thursday evenings. The Council's agendas and minutes are available on the Council's website.

The Council provides a range of services and facilities including playing fields and sports pitches, playgrounds, allotments, a cemetery, a closed churchyard and various pockets on green spaces.

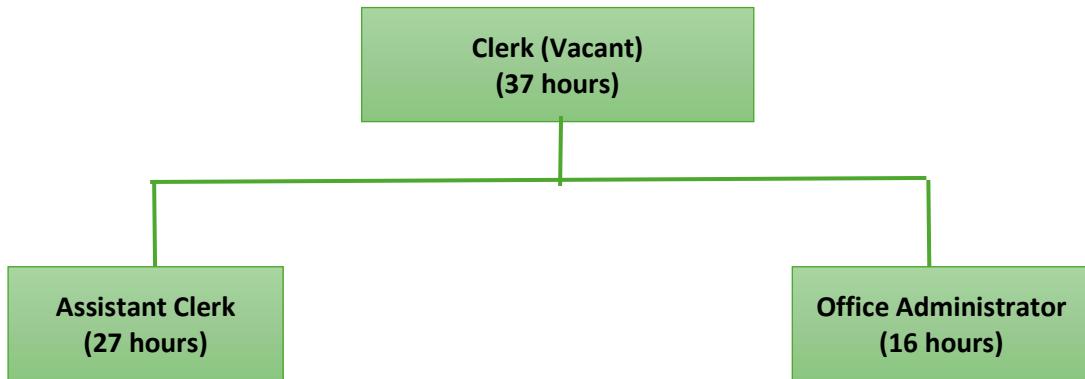
The Council is supported by a small team of officers who report to the Clerk. The Parish Clerk's role is to give advice, implement decisions, manage day-to-day delivery of services and to manage the finances.

Witley & Milford Parish is in the Godalming and Ash Parliamentary Constituency. The current MP is the Rt. Hon. Jeremy Hunt.

Committee Structure



Staffing Structure



The Post

The vacancy is for Clerk & Responsible Financial Officer with duties according to the job description below. This is a permanent post but confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of six months. The Scheme of Conditions of Service of the National Joint Council for Local Government Services (The “Green Book”) will apply to the employment (except as amended by contract – if you need further information on this point please ask).

The usual place of work will be the parish office at Milford Village Hall, Portsmouth Road, Milford, Surrey GU8 5DS

The salary is as advertised; normal advancement on the scale is by annual increment (subject to satisfactory performance) but no candidate will achieve the top increment of the scale without the Certificate of Local Council Administration (CiLCA); an individual who achieves CiLCA while in post will be advanced one increment in recognition of that achievement.

Salary will be paid monthly by direct transfer on the 21st of each month.

Hours of work will be 37 hours per week normally to be worked over five days – Monday to Friday, but including some evening working for Council/Committee meetings. The Council is well disposed to these hours being worked flexibly, but this needs to be balanced with maintaining a public-facing service and a council office open to the public (normal office opening hours are 9am-12pm, Monday - Friday); the extent of flexible working can be the subject of negotiation if an offer of employment is made.

Annual leave will be 23 days a year rising to 26 days after five years’ service. In addition to normal bank and public holidays, you will be entitled to two extra statutory days.

The Council is a member of the Local Government Pension Scheme (LGPS). You will be auto-enrolled into the scheme and your employee contributions (6.8% of salary) will be made by deduction from salary. LGPS is a defined benefit scheme and more information may be found here: <https://www.lgpsmember.org/>

Recruitment Process

The recruitment of the new Clerk will take place in March 2026

The recruitment timetable is as follows:

- **2 March 2026 – Closing date for applications**
- **3 March 2026 – Shortlisting**
- **9 March 2026 – Interviews**
- **12 March 2026 – successful candidate will be notified and references taken**
- **(if possible) 26 March 2026 – announcement to Council to confirm successful candidate appointment**

Applications must be made on the Parish Council’s application form. A version of that application form is included with this pack. If you would like an editable Word version of the application form please request it from the locum Clerk clerk@witley-pc.gov.uk Please do not submit a CV.

Completed applications should be sent to the locum Clerk by 12.00 on Monday 2 March 2026

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Clerk - Job Description

The Clerk is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. As RFO the Clerk is responsible for administering the Council's financial affairs in accordance with the proper practices, as defined by the Council's Financial Regulations.

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed by Staff and Councillors.
2. Ensure that the Council's obligations for Risk Management and Assessment are properly met.
3. Prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
4. Attend all meetings of the Council and all meetings of its committees and sub-committees, other than where such duties have been delegated to another Officer.
5. Receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
6. Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
7. Draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. Manage any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure staff carry out their duties in an effective way and to undertake annual appraisals.
9. Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate to suggest modifications.
10. Manage the Council's website.
11. Lead on the production of the Council's biannual newsletter and annual Community Directory.
12. Act as the representative of the Council as required.
13. Liaise and build strong relationships with local area councillors, Government organisations, statutory and voluntary agencies and the local press. Seek to promote the work of the Council through such communications.
14. Issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
15. Prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council.
16. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. Supervise, monitor and review all aspects of the Council's procurement.
18. Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received
19. Maintain the Council's accounting records accurately using Scribe software.
20. Working with Councillors, prepare annual budgets for all committees and Council, and make recommendations to Council for the amount to be precepted in the following year

21. Prepare budget monitoring reports for presentation to Committees and Council, together with explanations of major variances.
22. Prepare the Council's annual Financial Statements in accordance with applicable legislation and guidelines.
23. Make the Financial Statements available to Council's internal and external auditors; provide such working papers, explanations and information as the auditors may require to carry out their duties..
24. Monitor all Community Infrastructure Levy (CIL) receipts and expenditure and prepare the annual return in accordance with the CIL regulations.
25. Internal Control: Review and monitor the Council's systems and ensure that proper checks and controls are in place. Prepare the annual Statement of Internal Control and seek the Council's approval of such statement annually
26. Make quarterly VAT claims and review the Council's VAT status as required.
27. Review investments periodically and make recommendations to Council.
28. Ensure the monthly calculation of wages and salaries is submitted to external payroll provider who will provide PAYE/NI calculations, payslips and HMRC returns. Monitor the LGPS pension and submit monthly and annual pension returns
29. Ensure the Council has proper advice regarding insurance and that appropriate insurance arrangements are made.
30. Work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk and thereafter continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Hours of work: 37 hours per week including evening meetings.

Salary: SCP33 - 37 (£44,075 - £48,226)

Clerk - Person Specification

The person specification is a picture of skills, knowledge and experience required to carry out the role. It has been used to inform the advert and will also be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet the following essential, and where relevant, desirable criteria.

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> • Certificate in Local Council Administration or the willingness to obtain it. • Educated to A Level or equivalent. • Pass in English/Maths to a minimum of GCSE level or equivalent 	<ul style="list-style-type: none"> • Degree level or equivalent alternative experience. • Appropriate management, administration or professional qualification. • Health and Safety qualifications. • Recognised financial qualification
Skills and knowledge	<ul style="list-style-type: none"> • Ability to provide leadership and to motivate and manage staff. • Ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. • Policy analysis skills and the ability to address and resolve complex issues. • Ability to gain and retain the confidence of Councillors, local Community representatives, and outside organisations. • Ability to encourage collaborative working between councillors and other stakeholders. • High level of literacy and numeracy. • Excellent organisational and prioritising skills. • Ability to communicate effectively, orally, in writing and electronically. • Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council. 	<ul style="list-style-type: none"> • Local knowledge of the Parish. • A good understanding of Local Government structure, functions, responsibilities and procedures. • Demonstrable understanding of the legal requirements affecting local councils. • Knowledge of current employment legislation. • Knowledge of computer accounting software.
Experience	<ul style="list-style-type: none"> • Administration Experience. • Practical experience of servicing committees and report writing. • Experience of land management. • Good working knowledge of IT systems and Microsoft Office. • Experience of managing and setting a significant budget, understanding of budget control, and of financial analysis and process. 	<ul style="list-style-type: none"> • Previous experience as a parish clerk. • Experience of working in a political environment. • Experience of internal and external audit processes. • Experience of contract management. • Experience and understanding of burials, allotment and planning legislation. • Experience of bidding for external funds. • Practical experience in updating websites and social media.

Competency	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • Commitment to undertake ongoing training and willingness to learn new skills. • Approachable and responsive to members of the public. • Ability to secure good relationships with Councillors and other stakeholders. • Strength and resilience to manage challenging situations. • Ability to work effectively under pressure. • Effective negotiator and influencer. • Self-reliant, open, and honest. • Capable of anticipating problems and showing initiative to solve them. • Proven ability to react and adapt to situations if circumstances change. 	
Additional information	<ul style="list-style-type: none"> • Ability to attend evening and weekend meetings and events as necessary. • Able and willing to travel to Council owned sites when necessary. • 	<ul style="list-style-type: none"> • Full driving licence and access to own transport

GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, Witley & Milford Parish Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your current level of remuneration.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims. Witley & Milford Parish Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require the organisation to change incorrect or incomplete data.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.



Application for the post of Clerk

Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

To facilitate “blind recruitment” pages 1 & 5 of the form will be removed before your application is considered by the selection panel.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.



Application for the Post of Clerk

Job Details	
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Surname:	First name(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	
Home:	Mobile:
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Godalming Town Council that you have the right to live and appropriate right to work in the UK.	
Do you require a work permit to work in the UK?	Yes/No
References <i>(please refer to the Guidance Notes at the end of this form)</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Email Address:	Email Address:
Tel No:	Tel No:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	

Present or Most Recent Employment

Name of Employer:

Address of Employer:

Post Code:

Job Title:	Dates employed:
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Current or final salary:	Period of notice required:
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Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Training

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

Professional of Job Qualifications

Qualifications or membership of professional or technical bodies
(please indicate whether by examination or election)

Other training relevant to the application

Information in Support of Your Application

(please refer to the Guidance Notes at the end of this form)

If further space is needed, please continue on a separate A4 sheet.

Health

The Equality Act 2010

We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Do you require any reasonable adjustments for the interview and selection process?

Yes / No

If **YES**, please give details for any requirements i.e. level access required.

Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Witley & Milford Parish Council's Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Witley & Milford Parish Council.

Additional Information

Driving Licence:

Do you hold a current driving licence? Yes/No
If **yes**, please state the type of licence you hold:

Are you a car owner? Yes/No
If **no**, do you have access to a car?

Do you have any current endorsements? Yes/No
If **yes**, please specify:

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Witley & Milford Parish Council, I consent to my personal information being held by Witley & Milford Parish Council for the administration of my Contract of Employment.

Signed:

Name: Date:

If this form has been completed electronically, please indicate your consent: Yes/No
and, if you are appointed following an interview, please give the Clerk a signed copy to be held on the personnel file.