



**Appointment of Clerk**  
**Application Pack**  
**September 2025**

## **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.

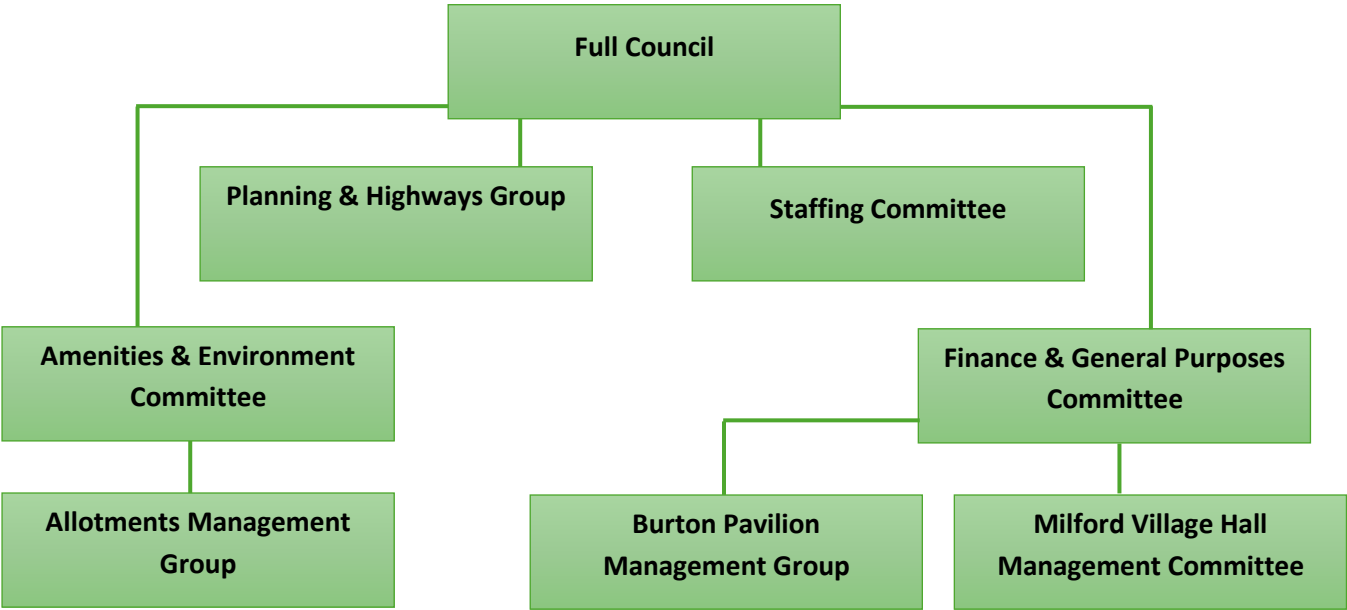
All councillors meet together as the Full Council once a month, excluding August and December. These meetings are open to the public and are held on the last Thursday of the month. The Council also has three committees and groups: Amenities and Environment, Finance and General Purposes (which both meet 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.

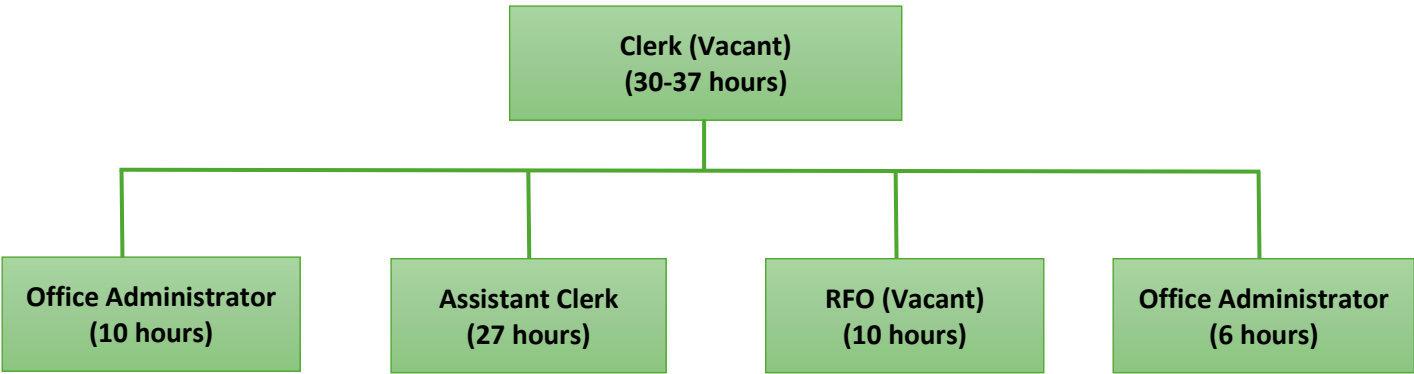
The Council is supported by a small team of officers who report to the Clerk. The Parish Clerk's role is to give advice, implement decisions, manage day-to-day delivery of services and to manage the finances.

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

**Committee Structure**



**Staffing Structure**



### **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.

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed by Staff and Councillors.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To 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. To 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. To 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. To 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. To 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. To 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. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate to suggest modifications.
10. To manage the Council's website.
11. To lead on the production of the Council's biannual newsletter and annual Community Directory.
12. To act as the representative of the Council as required.
13. To 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. To 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. To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
18. To tender, manage, monitor and review all the Council's contracts.
19. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk.

**Hours of work:** 30-37 hours per week including evening meetings.

**Salary:** SCP34 (£45,091 FTE).

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

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