

Vacancy for Community Council Clerk

Michaelston Y Fedw Community Council are looking for a new Clerk to start in September. Duties include:

- Arranging and attending monthly meetings.
- Providing administration, including agendas and minute taking.
- Producing annual accounts and arranging an Audit.
- Dealing with all Council correspondence.
- Advise the Council and assist in the formation of Policies.

If you are interested in this position or would like more information please contact:

Catherine Sainsbury on 01633 680921 or email catherine@grraigview.co.uk