

Clayden

Local Council Clerk's Guide

Covers all aspects of a parish council clerk's appointment and duties, from the constitutional role of local councils, through the terms of appointment of clerks to their day-to-day responsibilities, The Local Council Clerk's Guide: Gives advice and guidance on such matters as preparing for meetings, supervision of staff, finances, management of land and buildings, and, crucially, relationships with councillors Deals with terms and conditions of employment, including the legal position of the clerk Goes through qualifications and training Examines the legal status of local councils Contains specimen documents



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