# Part-time Administrator

Dursley United Charity (DUC) provides grants to individuals living in Dursley, Cam, Uley and Stinchcombe for education and to alleviate poverty and distress.

**DUC is seeking a part-time administrator for a few hours per week.**

The successful applicant will have IT skills, be flexible and trustworthy with confidential information.

**Terms:** Pay is National Living Wage of £12.21/hr, hours are an estimated 150hrs annualised. A laptop will be provided.

**For more information**: call 07971 780825

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# Notice of Uncontested Election

## Election of Parish Councillors for Stinchcombe

**Thursday 2 May 2024 Number of Seats: 5**

I, being the Returning Officer at the above election, report that the person whose name
appears below is duly elected as Parish Councillor without a contest for Stinchcombe.

KIRKHAM Ian Philip
Manor Lodge,

Stinchcombe, GL11 6BQ

LEGG Tracey Lynn
Oak House, Taits Hill Road,
Stinchcombe, GL11 6PR

MACFARLANE Charlie
The Barn, Townsend Farm, The Street,
Stinchcombe, GL11 6AP

SHAW Marian Judith
Cotswold Chine, Taits Hill,
Stinchcombe, GL11 6PS

WALL Alison Jane
2 Taits Hill Road,
Stinchcombe, GL11 6PR

As the number of candidates is equal to or less than the number of seats available, they are
duly elected without contest.
There will NOT be an election taking place on Thursday, 2 May 2024 for this Parish/Town
Council.

***Notice pdf***

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# Notice of Election – District Council

# Stroud District Council
# Election of District Councillors

**Download** the Notice ***here***

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# Notice of Election – Parish Council

## Stroud District Council Election of Councillors for the Parish Council listed below

**Parish Council – Stinchombe**
**Number of Parish Councillors to be elected – Five**

1. Nomination papers can be obtained from the Returning Officer, Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB or by emailing elections@stoud.gov.uk.
2. Nomination papers must be delivered to the Returning Officer, Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB between 9am and 5pm on any working day after publication of this notice but no later than **4pm on Thursday, 8 April 2021.**
3. If any election is contested the poll will take place on **Thursday, 6 May 2021**.
4. Applications to register to vote must reach the Electoral Registration Officer at the Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB by 12

Midnight on **Monday, 19 April 2021**. Applications can also be made online: https://www.gov.uk/register-to-vote.

5. Applications, amendments to, or cancellations of postal votes must reach the Electoral Registration Officer at the Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB by 5pm on **Tuesday, 20 April 2021.**
6. Applications to vote by proxy at this election must reach the Electoral Registration Officer at the Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB by 5pm on **Tuesday, 27 April 2021.**
7. Applications to vote by emergency proxy at this election must reach the Electoral Registration Officer at the Council Offices, Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB by 5pm on Thursday, 6 May 2021.

**DOWNLOAD** your copy ***here***

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# Clerk to Stinchcombe Parish Council

## Clerk/ Finance Officer Stinchcombe Parish Council

Stinchcombe is a small, community-spirited, rural Parish situated largely on the escarpment between Berkeley Vale and the beginning of the Cotswolds, and is located between Cam and North Nibley.  With approximately 480 residents, there are 187 properties found in three main areas of the Village.  Most of the Parish is within the Cotswold Area of Outstanding Natural Beauty, an important factor in residents' decision to live

there.

The Parish Council is looking to appoint a Clerk/Finance Officer for 2-3 hours a week to replace our current clerk on their retirement. The role would suit someone with an enthusiasm for local affairs who is interested in supporting the Council to build on its work and take Stinchcombe further forward. The successful candidate would ideally be a competent administrator with great communication and I.T skills, and have experience of preparing simple accounts and formal meeting agendas/minutes.

From April 2024 the hourly rate will be £12.50 – £14.50 per hour depending on experience.

The Parish Council would value receiving applications from people of all backgrounds.

To be considered please e-mail your CV / outline of your qualifications, experience, skills and abilities relevant to the role, to the Chair of the Parish Council at ***dr.a.macfarlane@icloud.com*** by 5pm on Wednesday 27th March.

Interviews are expected to be held on Tuesday 2nd April.

# Job Description

## Job Purpose

The Clerk to the Parish Council is also the Responsible Financial Officer and as such carries a statutory duty to carry out required administrative and governance functions for the Council including for financial affairs.

## Main Duties

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

- To prepare, in consultation with the Chair, agendas for meetings, attend meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council referring on matters for discussion by the Council.
- To act as a first point of contact for Parishioners and ensure correspondence and queries are acknowledged and followed up seeking advice from Council Members.
- To be the Responsible Financial Officer for the Council and prepare simple financial reports as required, pay invoices in a timely way and keep accurate financial records for audit purposes.
- Support colleagues to keep the Council website updated and informative for local residents.
- Research and source information and documentation to support Council Members to conduct Council business effectively.
- To act as a representative of the Council as required
- To attend required training to ensure that administrative duties and responsibilities are understood and continue to acquire knowledge required for the efficient management of Council affairs.

## Essential Criteria for the Candidate

- Computer literate and confident in the use of email and Microsoft Office products ideally with some experience of updating websites
- Previous experience of taking formal minutes at meetings
- Excellent communication skills both verbal and in writing
- Experience of working with and responding to the public
- Interested in local affairs.

# Notice of Vacancy

## NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

### PARISH OF STINCHCOMBE – NOTICE IS HERBY GIVEN

that a casual vacancy has arisen in the Office of Councillor for the Stinchcombe Parish Council.

If by THURSDAY 19th October a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors for the said Parish, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

Dated 29th September 2023

*Nola Bradley*

Clerk to the Parish of Stinchcombe

Returning Officer
Stroud District Council
Council Offices
Ebley Mill
Ebley Wharf
Stroud
Glos
GL5 4UB

# Stinchcombe Village Hall Vacancy

## The Village Hall Committee will shortly have a vacancy for a Treasurer.

Following many years of loyal service by Sarah Tweed. Sarah is sadly stepping down due to other commitments and the desire to spend more time travelling. The vacancy will start at the AGM in November; however, we hope to get someone sooner to ‘learn the ropes’ before Sarah departs. Without belittling Sarah or understating the responsibility, the position is mainly keeping management accounts, online Banking and paying suppliers. Working alongside the Bookings officer and producing a summarised Cash flow report monthly. Qualifications are less important but an active role in account management is essential.

It is an unpaid position as with all the Committee who are also Trustees. We are a registered Charity, so an annual report has to be filed to the Charities Commission with the help of the Chairman. We hold around 8 meetings a year and we would expect the new Treasurer to attend most of these meetings. The Hall has been busier over the past few years and is entering an exciting period of improvements and updating to cater for the increasing demands and future needs of our Community. The successful candidate will have an important role and will have a part in its future success.

Apply in confidence for an informal chat to Charlie Oakhill

(Chairman) charlieoakhill@hotmail.com

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# Annual Parochial Church Meeting

## St Cry's Annual Parochial Church Meeting (APCM)

In advance of the APCM next month we are required to review the Electoral Roll.

If you wish to vote at the APCM or stand for PCC you must be on the church Electoral Roll. If you are not currently on the Roll and wish to be, then please complete a form and return to Joan Jelfs.

The Church Electoral Roll in the Parish of of St Cyr Stinchcombe will be revised by the Parochial Church Council beginning Sunday 16th April ending Sunday 30th April .If your name is not already on the roll and you wish to have it added please contact Joan Jelfs Electoral Roll Officer or a church warden.

Only those whose names are on the Church Electoral Roll may vote at the APCM later in May and be eligible for election to the PCC

The current Electoral Roll Form

**The deadline is 30th April**

Any queries please ask a member of the clergy, a church warden

or the Electoral Roll Officer, ***Joan Jelfs***

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# Annual Parish Assembly

## Annual Parish Assembly

**STINCHCOMBE PARISH COUNCIL**
**THE ANNUAL ASSEMBLY OF THE PARISH**
**WILL BE HELD ON WENESDAY 3RD MAY 2023 AT 7.00PM**
**IN THE VILLAGE HALL**

**ALL MEMBERS OF THE ELECTORAL ROLL FOR LOCAL ELECTIONS ARE INVITED TO ATTEND**

**AGENDA**

1. **Approval of the Minutes of the Parish Meeting held on 30th May 2022**
2. **Matters arising from the Minutes**
3. **Annual Report of the Chairman of the Parish Council**
4. **Reports by County and District Councillors**
5. **Presentation of Annual Accounts**

    - **Parish Council**
    - **Stinchcombe Village Hall Trust**
    - **Stinchcombe United Charities**
    - **Dursley United Charities**

6. **Reports by Parish Councillors**
7. **Matters Raised by Parishioners**

**E. N. Bradley**

**Clerk to the Parish Council**

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# TEMPORARY ROAD CLOSURE THE STREET

## TEMPORARY ROAD CLOSURE THE STREET (STINCHCOMBE PARISH STROUD DISTRICT

Gloucestershire County Council, as traffic authority, intend to make an order under the Road Traffic Regulation Act 1984 (as amended) to temporarily close part of The Street, Stinchcombe from its junction with Echo Lane to outside the property known as Northfields for a total distance of approximately 413 metres.

The reason for the closure is for the installation of Gigaclear Infrastructure.

There will be no stopping or waiting permitted throughout the duration of the works.

The road is expected to be closed from ***24th April 2023 until 5h May 2023*** only or until the works have been completed. For further information, please contact Gloucestershire Highways on 08000 514 514 or visit www.gloucestershire.gov.uk.

Alternative Route – As signed on site.
Pedestrian access to premises on or next to the road and emergency access will be maintained.

DATED: 6th April 2023
for Assistant Director of Legal Services
GT/77177
Legal Services, Shire Hall, Westgate Street, Gloucester GL1 2TG