Elmswell Parish Council
Blackbourne Centre
Blackbourne Road
Elmswell

9/11/2026

Dear Applicant

Post of Parish Clerk & Responsible Finance Officer

In this folder you will find the following:

- Copy of the advert for the post, including details of how to apply
- Job Description
- Person Specification
- Copy of Elmswell Village Newsletter (November Edition)
- Copy of Current Neighbourhood Plan

If, after reading the information you have any further queries please contact me via the email address given in the advert and I will do my best to answer them for you.
I very much hope you will consider applying for this post and wish you every success in the process.

Yours sincerely

Michael Schofield
Cllr & Interim Parish Clerk/Proper Officer, Elmswell Parish Council