



COOKHAM PARISH COUNCIL

COUNCIL OFFICES, HIGH ROAD, COOKHAM RISE, BERKS SL6 9JF
Tel: (01628) 522003 Email: office@cookhamparishcouncil.org.uk
Clerk to the Council: Mrs Jill Gavin

TEMPORARY PART TIME SECRETARY

Cookham Parish Council requires a temporary part-time Secretary for their Neighbourhood Plan Working Party for maybe two years starting in October.

Primary duties will be hosting approximately monthly (currently Zoom) meetings (in the evening), taking minutes and notes. Work may expand.

Closing Date for applications 5pm, Friday 18th September

Please send a CV and application letter to:

Jill Gavin, Clerk to Cookham Parish Council,
Council Offices, High Road, Cookham Rise, Berks. SL6 9JF

or via email office@cookhamparishcouncil.org.uk