



COLNEY HEATH PARISH COUNCIL

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25th July 2019

**RE: Freedom of Information Act 2000
Colney Heath Parish Council – Employee Job Descriptions**

I am writing to you in response to your Freedom of Information request email received 4 July 2019. You noted and requested the following:

Please provide a copy of the Job Descriptions of all the Parish Council employees. This information is requested for me to understand the roles and responsibilities of Parish Council employees/officials.

The Colney Heath Parish Council staff and officer job descriptions were provided to you as part of your papers for the July 2019 Full Council meeting. Therefore, the information requested has been provided to you and on behalf of the Council it is considered that no further provision of information is required.

I hope that provision of the information has assisted you in understanding the roles and responsibilities of the staff and officers of the Colney Heath Parish Council.

Yours sincerely,

**Lisa Chaplin LCGI (Hons) CPFA CiLCA
Clerk to the Council
For and on behalf of
Colney Heath Parish Council**