**WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS**

**BEST PRACTICE GUIDE : CONTRACT BETWEEN THE PARISHES**

CONTRACT BETWEEN OTHER PARISH being …….. Parish Council

AND

THE ADMINISTRATING PARISH being …….. Parish Council

ADMINISTRATING PARISH

Name ……

Clerk to …….. Parish Council being The ADMINISTRATOR

The ADMINISTRATOR or the Agent of the Administrator being the Clerk to the Other Parish Council is responsible for day to day communications with and management of the LENGTHSMAN. In executing his duties the ADMINISTRATOR or Agent will be mindful of work to be done as and when brought to his attention either by Parish Councillors, by members of the public or by his own observations.

ADMINISTRATION FEE
This will be ?% of the CONTRACT FEE with the OTHER PARISH, paid by the OTHER PARISH to the ADMINISTRATING PARISH in strict relation to the payments to the LENGTHSMAN.

The ADMINISTRATOR will submit a monthly report to the OTHER PARISH summarising the work done and the costs incurred.

The ADMINISTRATOR will present monthly/quarterly invoices to the OTHER PARISH

Signed for …….. Parish Council
OTHER PARISH

…… Clerk …….. Date

Signed for ……. Parish Council
ADMINISTRATING PARISH

…… Clerk …….. Date
The **ADMINISTRATOR**