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| Name | Angela Young | Lynda Marsh | Chelsea O'Brien | Steven Campin | Trevor Smith | Alex Hale |
| Job Title | Clerk (Proper Officer) | Office Manager/Responsible Finance Officer | Deputy Clerk | Head Groundsman | Assistant Groundsman and Litter Picker | Grounds Maintenance Operative |
| Permanent/Temporary | Permanent (27.5 hours per week) | Permanent (25hours per week) | Permanent (37 hours per week) | Permanent (37 hours per week) | Permanent (35 hours per week) | 12 months fixed (37 hours per week) |
| Role | Clerking of Full Council, Employment, Environment and Finance Committee; issuing of minutes/agenda in line with legislation; ensuring compliance with Standing Orders, Council Legislation and Laws; day to day management of the Council and its assets; management of Burial Ground | Committee Clerk to Recreation Ground; issuing of minutes/agendas in line with legislation; day to day management of Recreation Ground and village equipped play areas; responsible for bank accounts, income and expenditure of the Council; staff payroll and HMRC | Committee Clerk to Highways and Planning; issuing of minutes/agendas in line with legislation; management and allocation of allotments; general council administration Deputising for Clerk in absence | Maintain and prepare sports pitches; security of Recreation Ground; organise hire and allocation of outdoor facilities; supervise safety checks of play equipment | Litter pick parish owned open spaces; play equipment safety checks; preparation and maintenance of sports pitches and grounds and pavilion; maintenance and liaison with contractors at Burial Ground | Litter pick parish owned open spaces; play equipment safety checks; preparation and maintenance of sports pitches and grounds and pavilion; maintenance and liaison with contractors at Burial Ground |
| | Ensure that legal and statutory provisions governing the running of Council are observed. Line Manager to all staff | Ensure that legal and statutory provisions governing the running of Council are observed. Keeping all financials records up to date in line with Financial Regulations | Ensure that legal and statutory provisions governing the running of the Council are observed | Aware of Health and Safety aspects of handling equipment, chemical and appropriate PPE for staff. Manager of Assistant Groundsman and Apprentice | Aware of Health and Safety aspects of handling equipment and chemicals | Aware of Health and Safety aspects of handling equipment and chemicals |