

Staff Organisation Chart

July 2019

Published on Website

Name	Chelsea O'Brien	Lynda Marsh	Amelia Luck	Theresa King	Steven Campin	Trevor Smith
Job Title	Clerk (Proper Officer)	Office Manager/Responsible Finance Officer	Apprentice business administrator	Committee Clerk/Information Officer	Head Groundsman	Assistant Groundsman and Litter Picker
Permanent/Temporary	Permanent (37 hours per week)	Permanent (27.5 hours per week)	Apprentice 30 hours per week	Permanent (20 hours per week)	Permanent (37 hours per week)	Permanent (35 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	General council administration.	General Council administration, Committee Clerk to Environment Committee; issues of minutes/agenda in line with legislation; day to day management of village open spaces and street furniture	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
	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 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