

Staff Organisation Chart May 2022

| Name | Chelsea O'Brien | Theresa King | Amelia Luck | Steven Campin | Trevor Smith | Martin Cornell |
|----------------------------|---|---|---|---|---|---|
| Job Title | Clerk (Proper Officer) | Committee Clerk/Responsible Finance Officer | Administration Assistant | Head Parish Groundsman | Head Parish Ranger | Assistant Parish Ranger/Groundsman |
| Permanent/Temporary | Permanent (37 hours per week) | Permanent (30 hours per week) | Permanent (30 hours per week) | Permanent (37 hours per week) | Permanent (35 hours per week) | Permanent (30 hours per week) |
| Role | Clerk to Full Council, Land, Asset and Infrastructure, Employment and Transformation Committees. Ensuring compliance with Standing Orders, Council Legislation and Laws; day to day management of the Council and its assets; management of Burial Ground | Responsible for bank accounts, income and expenditure of the Council; staff payroll and HMRC. Committee Clerk to Nature and Biodiversity, Finance Governance and Legal Committee. | Committee Clerk to Planning and Development Consultation Committee, issuing of agenda/minutes and general council administration. | 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 of sports pitches and grounds and pavilion; maintenance and liaison with contractors at Burial Ground | Litter pick parish owned open spaces; play equipment; preparation and maintenance of sports pitches and grounds and pavilion; maintenance and liaison with contractors; support to both Head Parish Groundsman & Head Parish Ranger |
| | 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 Head Parish Ranger and Assistant Parish Groundsman | Aware of Health and Safety aspects of handling equipment and chemicals, Manager of Assistant Parish Ranger | Aware of Health and Safety aspects of handling equipment and chemicals |