

Staff Organisation Chart May 2023

Name	Chelsea O'Brien	Theresa King	Amelia Luck	Steven Campin	Trevor Smith
Job Title	Clerk (Proper Officer)	Committee Clerk/Responsible Finance Officer	Administration Assistant	Head Parish Groundsman	Head Parish Ranger
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)
Role	Clerking of Full Council, Employment and Recreation; 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 Environment, Finance & Assets Committee; issuing of minutes/agendas; general council administration. Responsible for bank accounts, income and expenditure of the Council; staff payroll and HMRC	Committee Clerk to Planning, Highways and Recreation, 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 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 Head Parish Ranger and Assistant Parish Groundsman	Aware of Health and Safety aspects of handling equipment and chemicals, Manager of Assistant Parish Ranger