

## Staff Organisation Chart – May 2024

Name	Chelsea O'Brien	Theresa King	Amelia Luck	Trevor Smith
Job Title	Clerk (Proper Officer)	Responsible Finance Officer	Assistant Clerk	Head Parish Ranger
Permanent/ Temporary	Permanent (37 hours per week)	Permanent (30 hours per week)	Permanent (30 hours per week)	Permanent (35 hours per week)
Role	Clerking of Full Council, Employment and Transformation; Land, Assets and Infrastructure 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 Nature and Biodiversity, Finance, Governance and Legal and Wellbeing Recreation & Leisure 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 and Development, Wellbeing, Recreation and Leisure Committee, issuing of agenda/minutes and general council administration.	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 and chemicals, Manager of Assistant Parish Ranger