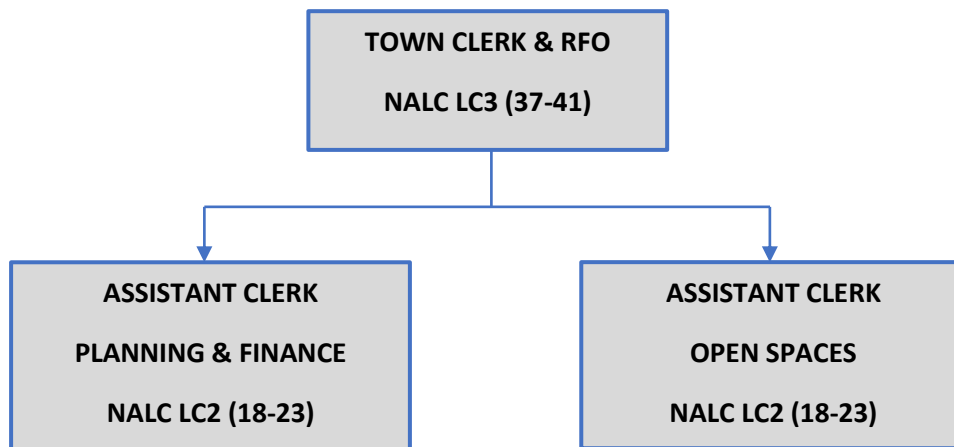


## OFFICER STRUCTURE & TEAM:

The Council delegates the delivery of its agreed aims and aspirations and staff management to its Town Clerk and the other staff employed.



### OFFICER TEAM PROFILES:

#### **Town Clerk and Responsible Financial Officer (CEO).**

The Town Council's Chief Executive with responsibility for the Council's staff and overseeing the work of the Council. Works closely with the Councillors, advising on strategy, policy and legal matters amongst numerous other issues. The post is the designated Proper Officer and Responsible Financial Officer as required by the Local Government Act 1972.

#### **Assistant Clerk (Planning & Finance).**

Responsible for the proper administration of the Council's financial and other resourcing affairs as well as coordinating and managing the Council's response to planning applications within the town.

#### **Assistant Clerk (Open Spaces).**

Responsible for overseeing the Council's green space management and maintenance, the allotment service, and liaising with contractors.