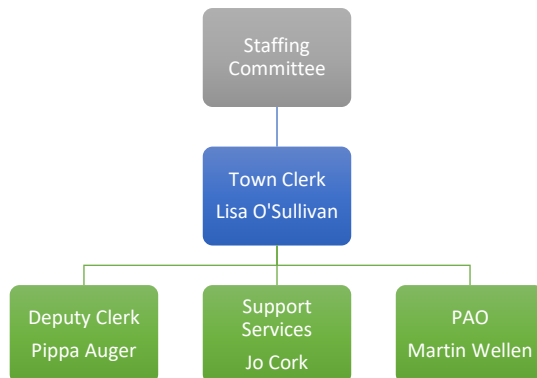




STAFF STRUCTURE AND RESPONSIBILITIES

1. STAFF REPORTING STRUCTURE



2. PROFILE, ROLES AND RESPONSIBILITIES

Town Clerk – Lisa O’Sullivan

Lisa has worked for Haslemere Town Council since May 2010, becoming Clerk in 2012. She holds the statutory roles of Proper Officer to the Council and Responsible Financial Officer.

Lisa is a ‘Qualified Clerk’ as defined in statute and in fact holds not only CiLCA (Certificate in Local Council Administration) but spent 3 years studying for the University of Gloucester CertHE Community Governance: Local Council Management – the Clerk’s advanced qualification.

In Civic protocol the Town Clerk is the second citizen of Haslemere, after the Mayor.

Lisa works 35 hours per week, and works in the office Monday, Wednesday and Friday and from home on Tuesday and Thursday.

Main Roles and Responsibilities:

- Day to day management responsibility for Council staff, assets and functions.
- Ensure that lawful decisions of the Council are carried out.
- Provide procedural advice to Council.
- Overall responsibility for monthly accounting, Deputy Clerk also performs monthly accounting role.
- Internal and external audit returns.
- Clerking of Full Council, Staffing, Grants and Finance and Audit Committees including preparation of Agendas and Minutes.
- Management of certain civic events such as Remembrance Sunday and Donaldson Day and Christmas Lights installation.
- Keep abreast of issues and changes in the sector and ensure these are communicated effectively to Council.
- Press releases and letters on behalf of Council.
- Running Council tenders.

Deputy Town Clerk – Pippa Auger

Pippa has worked for Haslemere Town Council since September 2017, having previously worked in the legal sector. Part of her role is to deputise for the Town Clerk in her roles as Proper Officer and Responsible Financial Officer.

In 2018 Pippa completed her ILCA (Introduction to Local Council Administration) and two years later became a 'Qualified Clerk' on passing her CiLCA qualification.

Pippa works 30 hours per week and works each work day except Tuesday.

Main Roles and Responsibilities:

- Clerking of Amenities and Planning and CIL Committees including preparation of Agendas and Minutes.
- Carrying out committee actions, especially in regard to:
 - Lion Green and open spaces
 - Public Toilets
 - Allotments
 - War memorials
 - Playground equipment
- Monthly accounting in conjunction with Clerk.
- Maintenance of the Council's emergency plan.
- Application for and administration of grants from other organisations ie. S.106 from WBC.

Support Services Administrator – Jo Cork

Jo has worked for Haslemere Town Council since October 2017, having previously worked in a similar role for a local charity.

In 2019 Jo will be working towards her ILCA (Introduction to Local Council Administration).

Jo works 18 hours per week on Monday, Wednesday and Friday.

Main Roles and Responsibilities:

- Day to day admin support for the Mayor including diary management.
- First point of contact in person and on telephone.
- Organisation of key events – Civic service, Christmas Carols, Mayor's Golf Day, Civic Reception.
- Management of Lion Green and Council Chamber bookings.
- Minute taking at Full Council.
- General office administration.
- Invoicing.

Projects and Amenities Officer – Martin Wellen

Martin joined the Council in 2021 having had a career in the MoD before working for Hoppa.

Martin works 30 hours per week and usually works every working day.

Main Roles and Responsibilities:

1. Projects

- Meeting contractors, obtaining quotes.
- Producing project specs / reports for Council.
- Providing project support for Clerk and Deputy Clerk.
- Maintaining and updating the Council's project register.
- Assisting with project planning for contracts.
- Project management of some projects.

2. External maintenance

- Ad hoc remedial works to Council Assets
- Routine inspection of Council maintained open spaces, including allotments, and dealing with issues identified.
- Management of public toilets and store room, to include legionella testing.

3. General Administration

To include

- Carrying out routine fire alarm tests.
- Administering Haslemere's CCTV cameras.

****Document Ends****