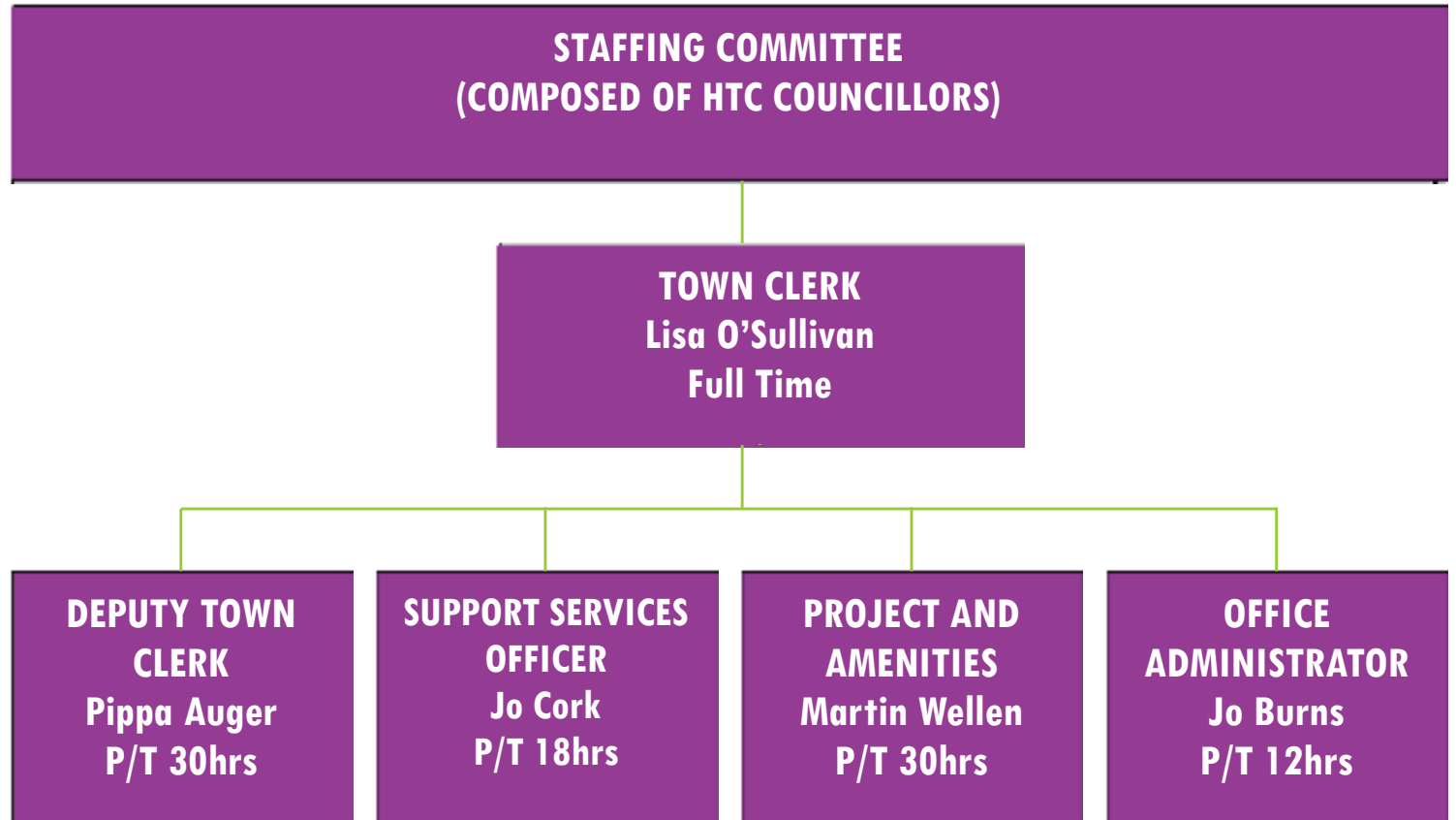


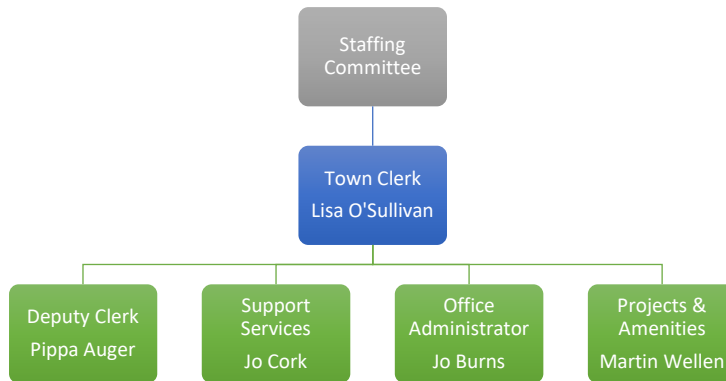
# HASLEMERE TOWN COUNCIL ORGANISATION CHART





## STAFF STRUCTURE AND RESPONSIBILITIES

### 1. STAFF REPORTING STRUCTURE



### 2. PROFILE, ROLES AND RESPONSIBILITIES

#### Town Clerk – Lisa O’Sullivan (F/T)

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.

#### 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.
- Internal and external audit returns.
- Clerking of Full Council, Staffing, Grants and Finance and Audit Committees.
- Management of some civic events such as Remembrance Sunday.
- Press releases and letters on behalf of Council.

#### Deputy Town Clerk – Pippa Auger (P/T 30hrs)

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. Pippa also holds the CiLCA qualification.

#### Main Roles and Responsibilities:

- Clerking of Amenities, Infrastructure and CIL and Planning Committees including preparation of Agendas and Minutes.

- Carrying out committee actions, especially in regard to the Council's external assets such as Lion Green or allotments.
- Management of tree inspections.
- Mapping of the Council's assets.
- Monthly accounting.
- Maintenance of the Council's emergency plan.
- Application for and administration of grants from other organisations.

#### Project and Amenities Officer – Martin Wellen (P/T 30hrs)

Martin joined the Council in 2021 and has lived in Haslemere all his life.

##### Main Roles and Responsibilities:

- Providing project support for Council projects.
- Ad hoc remedial works to Council Assets
- Routine inspection of Council maintained open spaces, including allotments, and dealing with issues identified.
- Administering Haslemere's CCTV cameras.

#### Support Services Officer – Jo Cork (P/T 18hrs)

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

##### Main Roles and Responsibilities:

- Day to day support for the Mayor including diary management.
- Minute taking at Full Council.
- First point of contact in person and on telephone (shared with Jo B).
- Organisation of key events – Civic service, Christmas Carols, Mayor's Golf Day, Civic Reception.

#### Office Administrator – Jo Burns (P/T 12hrs)

Jo is a new addition to the Town Hall staff having joined us in April 2023. She has previously worked in a number of administrative roles.

##### Main Roles and Responsibilities:

- First point of contact in person and on telephone (shared with Jo C).
- Management of Lion Green and Council Chamber bookings.
- General office administration.
- Invoicing.

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