

Staff Organisation Stucture

Members of Council directions of duties; concerns regarding staff conduct to be addressed to the Clerk in the first instance

Managing of staff in relation to:

Duties Time Sheet Appraisal Training

Complaints Annual leave monitoring

Contracts-Job Description-Salary Grade

(Approved by full council)

Bookings Rota for Village Hall

Managed by Administration Assistant

Jo Clough/Kelly Smith

**Cleaners**

Mark Scarborough

**Communication & Projects Officer**

John Bush

**Caretaker**

**11 Parish Councillors**

Rachel Tattershaw

**Parish Clerk/R.F.O.**

Dean Robinson

**Parish Ranger**

Ashley Clark

**Parish Ranger**

Sharon Metcalfe

**Administration Assistant**