

Town Clerk

Managing all staff.

Creating agendas and reports and running all meetings

Creating policies, purchasing, exploring issues,
organising community events for the town

Budgeting and year-end accounts

Office

Admin Officer

Bookkeeper

Administrator
/ Receptionist

Cleaner

Courtaulds

Groundsman
x2

Apprentice

Car Parks

Car Park
Attendant

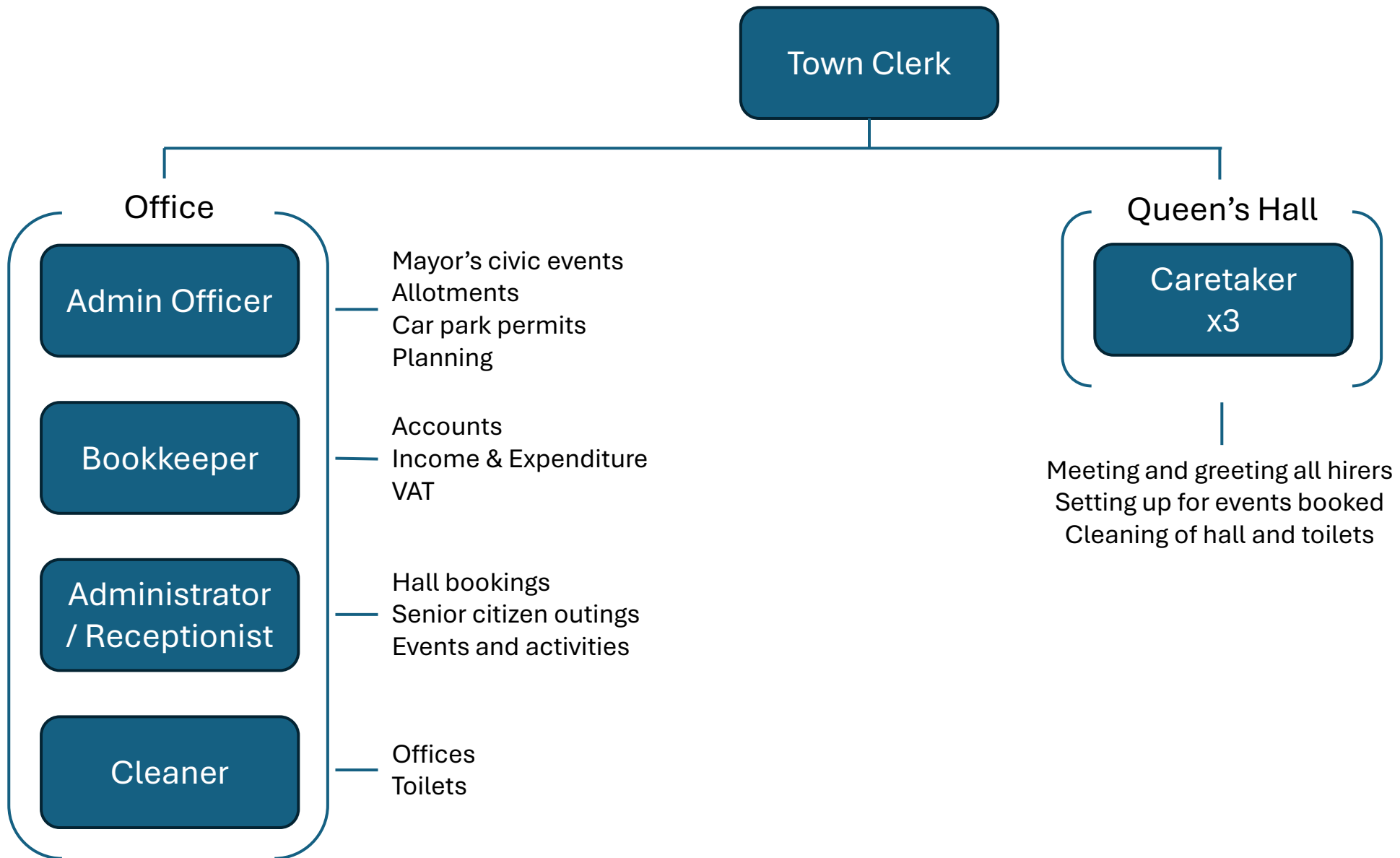
Town

Street Warden

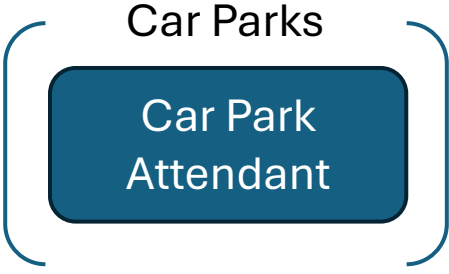
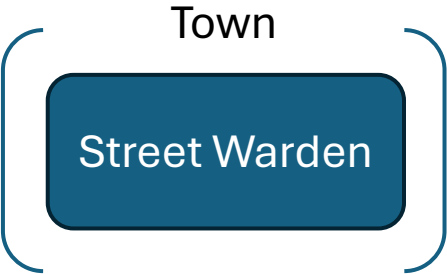
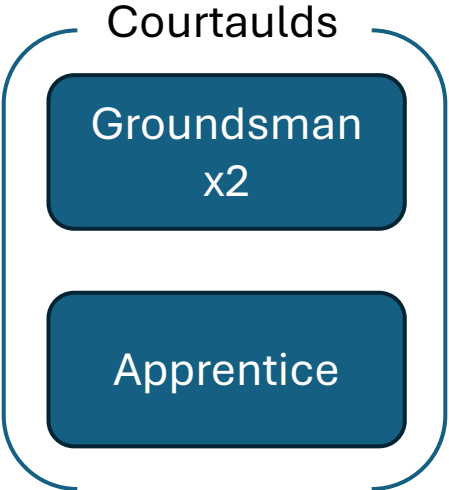
Queen's Hall

Caretaker
x3





Town Clerk



Monitoring of behaviour in the town, particularly schoolchildren
Checking the public gardens and trouble spots

Maintenance of car parks
Monitoring of car parking
Collection, counting and banking of cash
Issuing of penalty tickets

Upkeep of churchyards and footpaths
Upkeep of all grounds at Courtaulds
Maintenance of machinery
Assistance with events

