

CPC Organisation Chart

Name	Jo Brook	Debbie Seabright
Job title	Clerk (Proper Officer)	RFO (Responsible Finance Officer)
Salary scale	SCP 32	SCP 32
Permanent/temporary	Permanent part-time (25 hours per week)	Permanent part-time (15 hours per week)
Role	Day to day admin of the Council	All financial matters
	Clerking of full Council meetings + planning, standards, highways and facilities committees inc. issuing of minutes and agendas	Clerking of Finance Committee inc. issuing of minutes and agendas
	Ensuring compliance with Standing Orders	S137 grants
	To ensure that the legal, statutory and other provisions governing the running of the Council are observed.	Ensuring compliance with Financial Regulations
	Social media and website maintenance	