

## CPC Organisation Chart

<b>Name</b>	Jo Brook	Beth Fleetwood	Debbie Seabright
<b>Job title</b>	Clerk (Proper Officer)	Assistant Clerk (Proper Officer)	RFO (Responsible Finance Officer)
<b>Salary scale</b>	SCP 32		SCP 32
<b>Permanent/temporary</b>	Permanent part-time (30 hours per week)	Permanent part-time (15 hours per week)	Permanent part-time (15 hours per week)
<b>Role</b>	Day to day admin of the Council	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	All Highways matters relating to the Highways Committee	Clerking of Finance Committee inc. issuing of minutes and agendas
	Ensuring compliance with Standing Orders	Rec Ground/Village Hall/Pavilion bookings	S137 grants
	To ensure that the legal, statutory and other provisions governing the running of the Council are observed.	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		

Revised 28/1/20