## Responsibilities - Proper Officer/Burial Clerk/ Strategy/Legal/Day to Day Management of Office & Staff/Governance Full Council Finance & Governance Committee HR Advisory Committee Mark Murtagh **Megan Roberts John Burke Rachael Smith Victoria Newton Alison Margiotta** Office Administrator F/T Facilities & Allotment Officer - F/T Heritage & Cultural Officer - F/T Communications & **Community Events Officer -Business** Support Manager & Responsibilities -All Office Responsibilities - Maintenance of Assets/ P/T -Responsibilities - Collections **Engagment Officer - P/T** Mayors Officer - P/T Admin/Purchase Orders/TC Buildings/Grounds/Contracts for Ground Responsibilities -STC Events/ Management/Musuem/Escape Responsibilities -Youth Responsibilities -TC Support/ Support/Assisting RFO/ Maintenance/Allotment Officer/Manager of Civic Events/Weddings Room/Collections Protocol/Tour Council/Website/Social Deputy RFO/Burial Clerk/ Planning/Burial Clerk Hires of Assets/Leases/H&S Civic & Community Committee Guides Media/Community Policies Manager/Weddings Planning Committee Assets & Services Committee Climate & Environment Heritage & Collections Committee Engagement/Branding/Crisis Support/Mayoral Admin **Building Assets Advisory Sub-Committee** Committee PR Manager Youth Council & Tourism AC **Katie Williams** Council Housekeeper **Heather Baldwin Pauline Wilmer** Receptionist Afternoon - P/T Receptionist Morning -P/T Responsibilities -Phone calls/ Responsibilities -Phone calls/ Public/Correspondence/Admin Public/Correspondence/Admin **Ian Hornsey Leon Cardillio** Amenities Operative - F/T Amenities Operative - F/T **Heritage Volunteers Honourary Archivist Tour Guide Volunteers**

Sarah Dorson
Town Clerk / RFO
- F/T - CiLCA Qualified