



Council Staff Members:

Town Clerk – Judi Weedon

Working Hours – 30.5 hours per week

Brief Outline of Responsibilities - The Clerk to the Town Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk is also the Responsible Financial Officer and as such is responsible for all financial records of the Council and the careful Administration of its finances.

A copy of the full job description is available in the office.

Assistant to the Town Clerk – Amie Fawcett

Working Hours – 25 hours per week

Brief Outline of Responsibilities - To provide a support role to the Town Council and the Town Clerk in the day-to-day administration of the council office and its activities. Main duties include dealing with the public, creating, and processing invoice, liaising with sports clubs and dealing with the sports bookings, liaising with funeral directors and taking cemetery bookings. Creating newsletters. Taking Planning committee meetings. Organising events.

A copy of the full job description is available in the office.

Communications Officer - Amie Fawcett

Working Hours – 3 hours per week

To provide an effective, responsive, efficient, high quality, informative, engaging and professional communications service for West Moors Town Council, which includes the use of social media and keeping the website updated which focuses on enhancing and protecting the organisation's reputation.

Cleaner

Working Hours – 3.5 hours per week

Responsibilities – Cleaning the pavilion after it is used by football clubs and other users. Cleaning the parish office.

A copy of the full job description is available in the office.

Gatekeeper for Fryer Field

Working Hours – no set hours

Responsibilities – To ensure the main gates to the Fryer Field are opened each morning and locked each evening.

Gatekeeper for Oakhurst Play area.

Working Hours – no set hours

Responsibilities – To ensure that the gates to the Oakhurst Play area are locked each evening and opened in the afternoon at school finishing time. (The play area is for the exclusive use of the school during school times)

The maintenance of the Fryer Field, the Cemetery and the Petwyn is carried out by an external contactor, Terrafirma Maintenance Southern Ltd.