

## OFFICER SUPPORT

Councillors are supported by a small but productive team of part time officers which comprises the Town Clerk, two Officers and a Town Events Manager. The office is open to take calls between 9am and 1pm Monday to Friday, outside of these times there is an answerphone.

### Town Clerk

It is the duty of the Clerk as the Proper Officer to assist Members of the Council on matters of fact and law. The Clerk is also the only person able to legally contract on behalf of the Council. In addition, the Clerk is also responsible for:

- The administration of the affairs of the Council
- Advising the Council on policy matters
- Guiding the Chairman/Town Mayor on procedural issues
- Ensuring that Council decisions after due deliberation are conducted according to the relevant rules, regulations and procedures.

A Council should not consider the Clerk to the Council to be a secretary/clerk typist, but instead a hands-on multi-skilled manager.

*The SLCC/NALC Guide to Good Employment Practise 2014*

### Town Council Staff

Along with the office staff there is an events management team that orchestrate the hiring of rooms at the Town Hall and Town Hall Keepers that manage logistics and maintenance.

Please find below the contact details for all staff:

<b>CAROLYN BAYNES</b>	01903 882954
Town Clerk	07766 770234
<b>JULIETTE HARRIS</b> (Mon-Wed)	01903 882954
Officer	
<b>LESLEY LAZARESKI</b> (Wed-Fri)	01903 882954
Officer	
<b>TRACY CLAYTON</b>	01903 882954
Town Events Manager	
<b>SADIE ROCKCLIFFE</b>	01903 882954
Town Hall Events Manager	