BLANDFORD FORUM Organisational **TOWN COUNCIL Structure** Town Clerk Operations Committee Mayor's Market Responsible **Business** Bookings Manager Clerk Assistant Financial Support Receptionist Manager (Deputises in Officer Officer Town Clerk's absence) Grounds & Property Supervisor Caretakers Grounds staff x 3 x 4

- The Town Council has one member of staff the Town Clerk, being the most senior employee whose remuneration falls within Scale Range LC3-LC4.
- The Town Clerk is responsible for the council and all its activities, including its 16 members of staff.
- As the Proper Officer to the Council, the Town Clerk is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by law of a local authority.
- The Town Clerk is accountable to the council for the effective management of all its resources (staff, facilities and services).
- The Town Clerk also has overall responsibility for the financial control of the business and financial administration.