

To receive a report on the Town Council's Organisation Structure and consider any actions

Report to: Personnel Committee

Date of Report: 29.10.25

Officer Writing the Report: Town Clerk / RFO

Purpose of the report:

To ensure that the Town Council's organisational structure is accurately and appropriately represented.

Officers Recommendations

The Personnel Committee are advised to recommend to Full Town Council to approve the amendment to the organisation structure – refer to the attached document for clarification.

Report Summary

Several years ago, the roles of Town Sergeant and Mace Bearer were transitioned from being paid via petty cash to being processed through PAYE, reflecting their engagement to perform specific duties. Consequently, these positions were included in the organisational structure.

However, following further advice from the Internal Auditor and Human Resources Consultant, it has been clarified that this inclusion was incorrect. These roles are ceremonial in nature and should not be part of the formal staffing structure, as they fall under the same category as Members.

Civic roles do not hold employment contracts with the Town Council. Upon appointment, individuals receive a formal letter outlining the nature of the role, expectations, and reporting arrangements—specifically to the Chairman of the Town Council.

Signature of Officer:

Town Clerk / RFO