

EXMOUTH TOWN COUNCIL

Committee Structure

Full Council

Finance Committee Committee	General Purpose Committee	Planning
Gorfin Hall Management Committee	Exmouth Festival Wkg Pty	
Staff Appointments Panel	Waterfront WP	
Conditions of Service Review Panel	Exmouth Public Transport Partnership	
TIC WP	Rights of Way WP	
	Trust Fund WP	
	Allotments Inspection Panel	
	Mayor's Ball WP	

Other Working Parties or Task and Finish Fora are created from time to time and so the above list is not necessarily complete at any one time.

Town Council Staff

Town Clerk – Head of staff and Responsible Officer for the Council. Full time post.

Town Manager/– Responsible for leading the Town Management Process and reports to the Town Management Board. Full time short term 3 year contract. New appointment recently made and will start soon. Partnership funded DCC, EDDC, ETC, Core Funders, Chamber of Trade and Commerce (Through business membership).

Office Manager and Members Services Officer – 15 hours post and assists Town Clerk in managing the office and providing services to Councillors.

Accountancy Assistant – 20 hours per week looking after the Council's financial records and other tasks.

Secretary – 20 hours per week acts as secretary to Town Clerk and Mayor and as Committee administrator.

Receptionist – Job Share on 37 hours per week – part funded by EDDC.

Summer Festival Organiser – Employed roughly 1 day a week to organise the annual festival.

Caretaker/General Assistant – Gorfin Hall caretaker and responsible for security during meetings. Carries out duties to open the building for weddings at Registrars expense.

Magnolia Kiosk Assistants

Seasonal part time job share 20 hours per week.

Town Maintenance Officer – 10 hours per week jointly funded by the three councils. Currently held by the same person who carries out the Caretaker/General Assistant Role. Partnership funded by DCC, EDDC, ETC.

Volunteers

25 Councillors

Town Crier

Parish Paths Co-ordinator

Tree Warden (Vacant)