



ASSISTANT CLERK	FACILITIES COORDINATOR FACILITIES ADMINISTRATOR	CUSTOMER SERVICES MANAGER	DEMOCRATIC SERVICES	RESPONSIBLE FINANCIAL OFFICER
ORGANISING EVENTS	ALLOTMENTS HEALTH AND SAFETY	GENERAL ADMINISTRATION TASKS POSTERS AND LEAFLETS	COUNCIL MEETINGS DISPATCH OF MEETING PAPERS	PURCHASE AND SALES LEDGER PAYMENT RUNS
ENGAGEMENT AND COMMUNICATIONS COMMITTEE ACTIONS	PREMISES AND ASSET MANAGEMENT AMENITIES COMMITTEE ACTIONS	UPDATING SHOP WINDOW POST	MAYORS DIARY REGALIA	PAYROLL INTERNAL AND EXTERNAL AUDIT
	VOLUNTEER COORDINATION AND CHARITY LIAISON	FRONT OF HOUSE ENQUIRIES ANSWERING TELEPHONE	COUNCILLOR TRAINING PLANNING COMMITTEE ACTIONS	BANK RECONCILIATIONS BUDGET FORECASTS
		CUSTOMER LOG ORDERING OFFICE SUPPLIES	WEBSITE, SOCIAL MEDIA BEXHILL NEWS, PR	