

Item 16 – Recommendation by Staffing Committee to Merge Weekend Caretaker and Park Attendant Roles.

If all vacancies were currently filled the team would look something like this on a weekly basis:

Covering:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Town Hall		Neil	Neil	Neil	Neil		
Town Hall*	Angie						Angie
Town Hall**	Bill	Bill	Bill	Bill	Bill		
Town Hall***						As req.	As req.
Tod's Piece****	1 hour		1 hour	1 hour	1 hour	1 hour	1 hour

*Hours across weekdays but often opts to do some on Sundays – combination of office cover (Mon) and cleaning duties plus risk assessment inspections

**Caretaker duties and some maintenance plus opening and closing for hirers on weekdays and weekday evenings

***Weekend caretaker mainly involved in tidying up after a hire and opening and closing the Town Hall

****Hours used flexibly across the week to inspect and collect litter / monitor dog fouling.

Future Position (cost neutral):

Covering:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Town Hall		Neil	Neil	Neil	Neil		
Town Hall*	Angie			Angie			Angie
Town Hall**	Bill	Bill	Bill	Bill	Bill		
Weekend Town Hall/Tod's Piece***			1 hour	1 hour	3 hours	2 hours	2 hours

*Hours across weekdays but often opts to do some on Sundays – combination of office cover (Mon) and cleaning duties plus risk assessment inspections

**Caretaker duties and some maintenance for the town hall plus opening and closing for hirers on weekdays and weekday evenings

***Weekend caretaker mainly involved in tidying up after a hire and opening and closing the Town Hall, Hours used flexibly across the week to inspect and collect litter / monitor dog fouling. Erect and dismantle portable market stall.

The vacancy will be placed in the forthcoming newsletter to go out in October as well as being placed on our website and social media.