

# Haverhill Town Council Staff Structure

## 1<sup>st</sup> July 2017

**Town Clerk**  
**Colin Poole**  
 Full Time  
 Personnel Management, Payroll, Contracts, Disciplinary,  
 Licensee of Premises  
 (salary band: £55-60k)

**Youth Skills Manager**  
**Karen Chapple**  
 Full time  
 Youth Employment and Skills development

**Community Projects**  
 (On The Spot Van)

**Parish Handyman**  
**Michael Hannon**  
 Part time  
 Improving the public realm

**Arts & Leisure Manager**  
**Nick Keeble**  
 Full-time  
 Strategic Planning for Arts in Haverhill  
 Programming and Events.  
 Arts Centre Administration  
 Technical and Operational Matters  
 Customer Experience & Marketing

**Finance Administrator**  
**Martin Page**  
 Part time  
 Preparation of accounts for HTC, HAC and Hartseats.  
 Annual budgeting.

**Assistant Town Clerk**  
**Vicky Phillips**  
 Part time  
 (35 hours per week)  
 Mayors Secretary  
 Finance and Administration.

**Office Administrator**  
**Alisha Jenkins**  
 Part time  
 Finance and Administration

