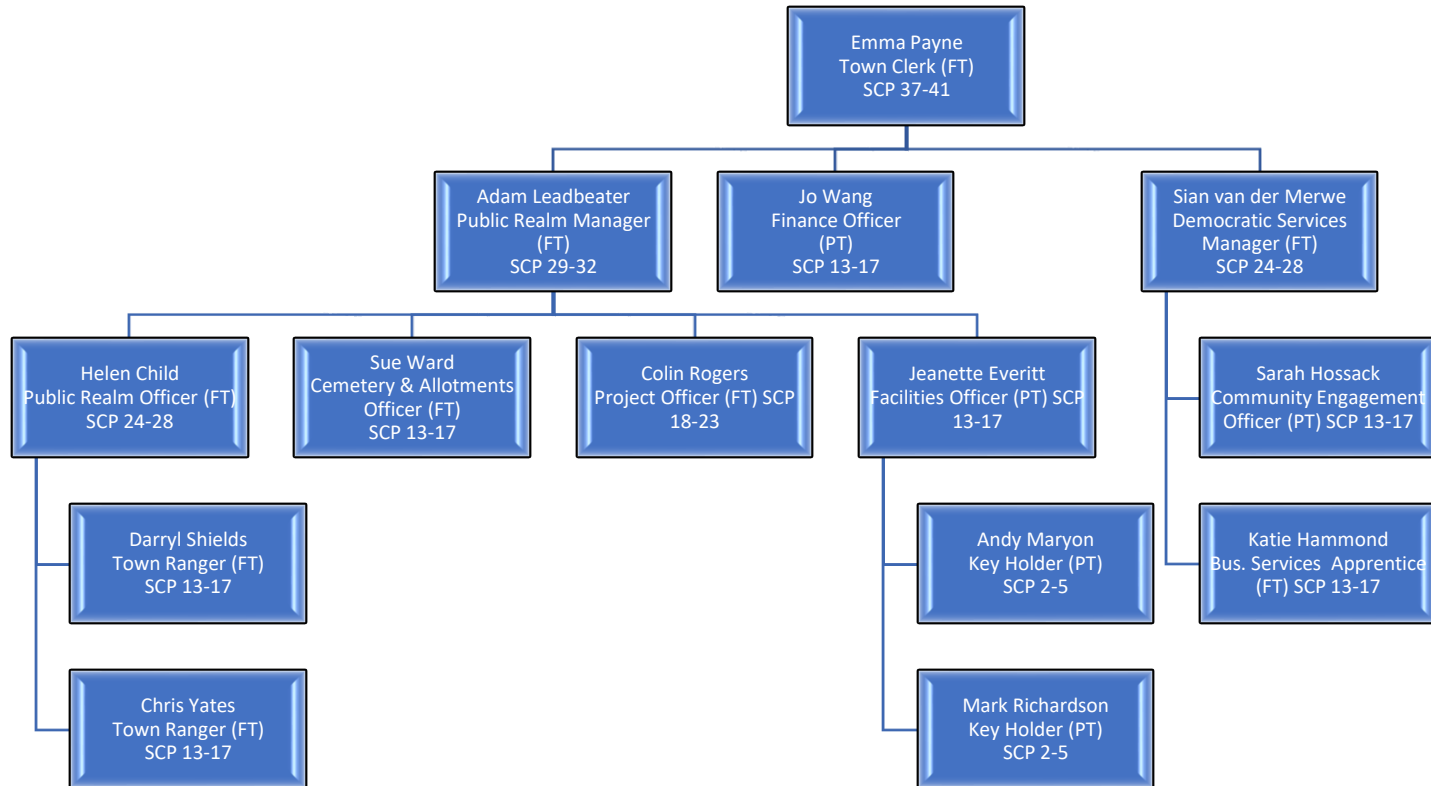




# STOTFOLD TOWN COUNCIL - STAFF STRUCTURE OCTOBER 2024





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## SENIOR LEADERSHIP TEAM

Emma Payne  
Town Clerk (FT)

- Responsible Financial Officer
  - Head of Staff
- Head of Service Management
- Manages: Finance Officer
  - Clerk to: Full Council, Governance & Resources

Sian van der Merwe  
Democratic Services Manager (FT)

- Formation and review of Town Council Policies
- Committee Support
- Member Support
- Office Management
  - IT inc phones
- Manages: Community Engagement Officer, Admin Apprentice
- Clerk to: Planning Committee Town Strategy

Adam Leadbeater  
Public Realm Manager(FT)

- Recreational Facilities
  - Open Spaces
  - Street Lights
  - Built Assets
  - Cemetery
  - Allotments
- H&S within organisation
- Manages: Public Realm Officer; Cemetery & Allotments Officer; Project Officer; Facilities Officer
  - Clerk to: Public Realm Building Management



# STOTFOLD TOWN COUNCIL - STAFF STRUCTURE OCTOBER 2024

## PUBLIC REALM TEAM

Helen Child Public Realm Officer	Sue Ward Cemetery & Allotments Officer	Colin Rogers Projects Officer	Jeanette Everitt Facilities Officer	Darryl Shields & Chris Yates Town Rangers	Andy Maryon & Mark Richardson Key Holders
<ul style="list-style-type: none"><li>• Operation of Open spaces</li><li>• Safe operation of play areas</li><li>• Management of Town Rangers</li></ul>	<ul style="list-style-type: none"><li>• Cemetery administration including burials and interments, memorial trees and benches, grounds maintenance contract</li><li>• Allotment Management</li></ul>	<ul style="list-style-type: none"><li>• Neighbourhood Plan</li><li>• Project Management e.g. wheeled sports facility, play area refurbishments</li><li>• Event Support</li><li>• Smaller Ad Hoc Projects</li></ul>	<ul style="list-style-type: none"><li>• Facilities compliance</li><li>• Residents enquiries</li><li>• Hall Hire enquiries</li><li>• Holiday cover for Cemetery &amp; Allotment Officer</li><li>• Management of Key Holders</li></ul>	<ul style="list-style-type: none"><li>• Litter Picking</li><li>• General maintenance activities</li><li>• Event Support</li></ul>	<ul style="list-style-type: none"><li>• Open/Close Built Assets</li><li>• Meet &amp; greet hirers</li><li>• Monitor condition of facilities</li></ul>



# STOTFOLD TOWN COUNCIL - STAFF STRUCTURE OCTOBER 2024

## DEMOCRATIC SERVICES TEAM

<p>Jo Wang Finance Officer (Reports to Town Clerk)</p>	<p>Sarah Hossack Community Engagement Officer</p>	<p>Admin Apprentice</p>
<ul style="list-style-type: none"><li>• Administration of Town Council finances</li><li>• Management Reports</li><li>• Grants Management</li><li>• Payroll</li></ul>	<ul style="list-style-type: none"><li>• Events - Community &amp; Civic<ul style="list-style-type: none"><li>• Community Engagement</li><li>• Mayoral Support</li></ul></li><li>• Communications - social media, website, press/PR, printed media<ul style="list-style-type: none"><li>• Clerks: Community Engagement Committee</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Front of house enquiries</li><li>• Hire enquiries</li><li>• Cemetery &amp; Allotment Officer cover</li><li>• Facilities Officer cover</li></ul>