

# THE STAFF AND THEIR PRINCIPAL DUTIES



Castleford Management  
5a New Orchard, Poole, Dorset BH15 1LY

**Mr Anthony Ford. MIRPM**

Managing Director, Company Secretarial, Company Legal Matters

**Mr Martyn Hogg MIRPM**

Property Manager, Works Manager, Property Inspections, New Business

**Mr Jordan Pollard**

Property Manager, Works Manager, Property Inspections.

**Mrs Monica Timbs**

Secretary to Anthony Ford, General Administration.

**Mrs Sue Gardner.**

Accounts Manager.

**Mrs Jenny Maple.**

Accounts Assistant, Accounts Administration.

**Mrs Margaret Swann.**

Accounts Assistant, Accounts Administration.

**Ms Samantha Joy**

Accounts Assistant, Accounts Administration

**Ms Deborah Kerr.**

Property Management Assistant

**Mrs Debbie Riley**

Property Management Assistant

**Mrs Shirley Smith**

Secretarial Duties, Solicitor's Enquiries Administrator, Insurance Claims

**Mr Jon Brown**

Insurance Renewals, Insurance Valuations, Computer Administration.

**Mrs Angie Tomlinson.**

Secretary to Martyn Hogg, Insurance Claims

**Mrs Rita Wealand**

P/T Administrator, AGM Arranger

**Ms Helen Dunn**

Reception, Small Works Progress Chaser

**ALL STAFF are able to assist callers and or put you through to the appropriate person dealing with a particular matter. If the person you wish to speak with is not available please leave a message.**

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