

Northstowe Town Council - Report for: Full Council, Wed 27th April 2022

Item: 07/22-23 - Report from: Town Clerk & Responsible Financial Officer

Reporting period: **March 2022**

Core Roles

- Administered x 1 Full Council and x 2 Committee meetings & implemented decisions.
- Coordinated and administered Annual Town Meeting on 16th March on behalf of Mayor.
- Joined first Joint Sustainability Working Group (with Longstanton Parish Council) to take notes and start off WG's plans for its potential areas of focus.
- Held a number of discussions with Chairs/Vice-Chairs and Councillors.

Law and Procedures

- Promoted 5th May Town Council elections and prepared for election procedures.
- Provided input into queries Cllrs on nomination, and assisted in delivery of forms.
- Finalised NTC Grant Awarding Policy & Application Form, and added to NTC website.

Finance

- Arranged for '21-'22 Q4 quarterly financial checks.
- Carried out end-of-year accounting procedures & set up new budget on accounting system.
- Continued investigating needs for internal and external auditing and AGAR procedures.
- Updated Asset Register and presented this to the Council.
- Liaised with SCDC's Business Team staff for arrangements transfer of funds for £8 K grant to assist in setting up market.

Management

- Held regular strategic oversight meetings with Mayor and Deputy Mayor.
- Arranged NTC Insurance quotation details update requests.

Engagement – Partnership and Community Engagement, and Event Management

- Input into Market Development Working Group on market survey, and Jubilee Working Group.
- Held meetings with SCDC Officer, Community Team; liaised with other SCDC officers re: Wing transition options, community centre & enterprise zone plans; and liaised with SCDC Community Development Officers for events planning and other joint plans.
- Meetings held with: Greenbelt re: management issues; Friends of the Wing re: noticeboard options and related funds; and liaised with other partners where needed.
- Attended Northstowe/Longstanton Heritage Group meeting.
- 11 queries from residents or community groups received and responded to - received either directly or feeding into queries initially received by other levels of Local Authorities or Agencies.

Engagement - Communications

- Website: News Items added: x 11 published in March.
- Social media, continued increase - Facebook: Page likes growth from 632 at end of Feb 2022 to 647 at end of Mar 2022. Twitter: 10 new followers this month; total now 125.
- Northstowe News article written for May-June-July issue.
- Promoted Town Council elections, and NTC achievements to date & plans for the future, on website and social media.
- Presented, together with Cllr Bros Sabria, at 23rd March Northstowe Community Forum.

Training and Development

- Continued worked on online CiLCA portfolio system – Unit 1 (4 sub-units) now complete and approved by external assessor. Slow progress on Unit 2.
- Attended the following training sessions: Scribe – 'Receipts and Payments'; CAPALC – 'Understanding elections and the Clerk's role'; CAPALC with Parkinson Partnership LLP – 'Year-end accounts and audit'; SLCC – 'Year end'.
- Attended monthly meeting CAPALC; and quarterly SLCC Cambs branch meeting.