

## Northstowe Town Council - Report for: Full Council, Tue 23<sup>rd</sup> April 2024

### Item: 08/24-25, 'NTC Staff Report'

Reporting period: **MARCH 2024**. Report from: Town Clerk.

Current Staff = 2.3FTE: Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE); Market Manager (0.6 FTE)

★ = More or less on target    ★ = Some deviation from target    ★ = Significant deviation from target time input

#### **Core Roles:** circa 0.60 FTE [*target: 0.70 FTE*] ★

- Prepared, administered and follow-ups for x1 Full Council & x3 Committee meetings.
- Preparations for Annual Town Meeting in April.
- Fed into queries and draft proposals from Councillors and Working Groups – ongoing.
- Followed up tender awarding verges maintenance along B1050.

#### **Finance:** circa 0.15 FTE [*target: 0.25 FTE*] ★

- Accounting & banking tasks – ongoing.
- Invoicing market traders and chasing overdue payments – cont.
- End-of-year accounting checks started.

#### **Law and Procedures:** circa 0.10 FTE [*target: 0.15 FTE*] ★

- Regular strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

#### **Management:** circa 0.15 FTE [*target: 0.10 FTE*] ★

- Induction Market Manager, including logistics, setting up on online HMRC and pension systems and starting off with induction and market management work streams overview lists and recording sheets.
- Insurance renewal checks.
- Defib online reporting updates.

#### **Market Management:** circa 0.85 FTE [*target: 0.60 FTE*] ★

- Handing over emails, contact data, spreadsheets and other management systems from Deputy Clerk and Lead Councillor volunteer to Market Manager.
- Updates to spreadsheets with traders' contact information and traders' PLI, RAs and Food Hygiene documents.
- Actively approached potential traders; responding to range of traders' enquiries.
- Discussions and started off work on updates to Terms and Conditions traders and Risk Assessments; development of Lone working protocol and instigating initial procedures
- Updating promotional leaflet; preparations for purchase of additional materials for market safety.
- Discussions around market development over next months - internal and with various partner organisations – including Northstowe Foodies; Dr Bike Service.

#### **Engagement – Partnership and Community Engagement** (circa 0.15 FTE) [*target: 0.15 FTE*] ★

- Joined external partnership meetings: Temporary Community Centre Board meeting; Northstowe Delivery Group; Pavilion Board meeting; Northstowe Community Networkers.
- Meetings/discussions held with: SCDC CDOs/Communities Team lead/team; LDHS; Park Play Leader.
- Input draft rant application received.
- Responded to a range of queries from residents via email; phone; social media; in person.

#### **Engagement – Event & Activities Management** : circa 0.10 FTE [*target: 0.10 FTE*] ★

- Input into work related to development and delivery/queries of Park Play; Community Lounge; events.

#### **Engagement – Communications:** circa 0.10 FTE [*target: 0.10 FTE*] ★

- X3 news items added onto website; updates to website pages – ongoing.
- Social media: Increase in posts; further growth: Facebook-1,085 followers (+33); X-214 followers (+9).

#### **Training and Development:** circa 0.10 FTE [*target: 0.15 FTE*] ★

- Clerk: CiLCA - Further work done on portfolio.
- Deputy Clerk: CAPALC Clerks' Drop in session - Internal Auditing session.