

**Northstowe Town Council - Report for: Full Council, Tue 25<sup>th</sup> July 2023**  
**Item: 103/23-24, 'Report from Clerk'**

Reporting period: **June 2023**

Report from: Town Clerk & Responsible Financial Officer (1.0 FTE)

Includes activities from Deputy Clerk (0.7 FTE)

**Core Roles** (circa 0.7 FTE)

- Prepared & administered x1 Full Council & x2 Committee meetings.
- Fed into draft motions and papers from Councillors and Working Groups – ongoing.

**Finance** (circa 0.2 FTE)

- Finalised paperwork AGAR and sent off to external auditor.
- Updated accounting information on website.
- Notice of Appointment of Date for the Exercise of Electors' Rights 2023.
- Input into implementation grantees and grant application information requests.
- Preparations for Finance Committees; accounting; banking – ongoing.

**Management** (circa 0.15 FTE)

- Bookings Council meetings.
- Induction Deputy Clerk – cont.; regular performance management monitoring meetings.
- Further arrangements for temporary office space June and July.
- Preparations for office move to Temporary Community Centre.
- Set up Business account with stationery company.
- Research phone options for staff – cont. including outright purchase options.
- Research office equipment needs – cont. – including for: photocopier; IT equipment; fire proof safe.
- Defibrillator checks.

**Law and Procedures** (circa 0.05 FTE)

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

**Engagement – Event Management** (circa 0.35 FTE)

- Input into Market Development Working Group: took on management of [markets@northstowetowncouncil.gov.uk](mailto:markets@northstowetowncouncil.gov.uk) email; queries and correspondence traders, potential traders, customers, and associated third parties; various discussions with WG representatives including weekly meetings with lead on Market Development Working Group – e.g. volunteer capacity issues, safety concerns, Business Plan change needs, trader details, invoicing systems, communications; draft motions Market Dev WG; finalising Terms and Conditions for traders; market logo competition; health & safety considerations including weather protocol and one-way system & parking issues; license agreements - cont.; purchase of further equipment; discussions SCDC use of Temporary Community Centre for services during market; promotional activities; Attended Sunday Market – met with traders and volunteers; follow-ups. Contact with Huntingdon and St. Ives Market managers for information regarding management options, traders and trade management and weather policy.
- Input into Community Lounge Working Group: meeting with funder – discussed options and budgets Community Lounge July and August as well as options new funding opportunity Sep '23 – Mar 24; correspondence funder; wrapping up outstanding invoices and claims period Jan – May Warm Hub/Community Lounge.
- Input into 2022 Christmas Switch-on Working Group: discussions third partners and Working Group members re: options for consideration – cont.

- Input into Park Play: various correspondence and actions re: Play Leader; promotion; licence agreement updates for use of Western Park.

**Engagement – Partnership and Community Engagement** (circa 0.15 FTE)

- Meetings/discussions SCDC Officers re: MOUs and management Temporary Community Centre, and sports Pavilion & play fields management options; Community Lounge; tenancy arrangements; various.
- Joined external meetings: Northstowe Delivery Group; Northstowe Community Networkers Community Centre.
- Discussions with representatives including from: Northstowe Hub; Greenbelt
- Responded to several queries from residents via email; phone; social media; in person.

**Engagement – Communications** (circa 0.05 FTE)

- X4 News Items added onto website.
- Various updates to website pages – ongoing; e.g. following Annual Meeting of the Town Council.
- Northstowe News column preps.
- Social media: ongoing gradual growth: Facebook: 859 followers (+16); Twitter: 188 followers (+0).
- Discussions Councillors in advance of media interviews/engagement.

**Training and Development** (circa 0.05 FTE)

- CiLCA: following re-opening of online system, submitted previously drafted portfolio units and which were approved by external examiner.
- Scribe – webinar training sessions: 'Reserves and adding budgets'; 'Sales invoices and Purchase Orders'.
- Joined SLCC Cambridgeshire branch meeting.