




Northstowe Town Council - Report for: Full Council, Tue 24th September 2024

Item: 104/24-25, 'NTC Staff Report'

Reporting period: **JULY & AUGUST 2024**. Report from: Town Clerk.

Staff capacity: 1.7 FTE - Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE).

From 15th August: 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: 0.55 FTE [Target: 0.70 FTE]

- Prepared, administered and follow-ups for x1 Full Council & x2 Committee meetings.
- Fed into ideas and draft motion papers from Councillors and Working Groups – ongoing.

Finance: 0.25 FTE [Target: 0.25 FTE]

- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing non-payments – ongoing.
- Input into queries AGAR external auditor, following submission of AGAR paperwork.
- Opened x1 further bank savings account.
- Input into and updates to Community Lounge and ParkPlay regarding spends to date.

Law and Procedures: 0.10 FTE [Target: 0.15 FTE]

- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.
- Martyn's law research and preparing paper for Council.

Management: 0.35 FTE [Target: 0.10 FTE]

- Market Manager recruitment processes & paperwork arranged - cont.; managed contractual arrangements.
- Induction new Market Manager.
- Input paperwork recruitment Assets & Estates Manager position; devising advertising plan and recruitment timetable; other paperwork, advertising and logistics management.
- Research latest recruitment policies & protocols NALC and SLCC
- Monitoring meetings and input updates performance management frameworks staff.
- Further research into HR support services options & obtaining quotes.
- Research into IT support services options & obtaining quotes.
- Set up systematic management system defibrillator; enquiries into ownership transferral option.
- Discussions and obtaining information contractor for B1050 verge maintenance.
- Asset register update, including research for insurance value.
- Office rearrangements and stationery order.

Market Management: 0.20 FTE [Target: 0.10 FTE]; from 15th August: 0.80 [Target: 0.60]


- Meetings/discussions with all stallholders; finding new stallholders.
- Discussions with market-related partner organisations including Northstowe Foodies; Northstowe Hub; SCDC; Phoenix. Presence at Running Festival to promote market.
- Updates to spreadsheets with traders' contact information and traders' PLI, RAs and Food Hygiene documents, including chasing traders for information – ongoing.
- Delivery July and August markets.
- Preparations for September markets and preparing proposals for changes to market delivery model thereafter.

Engagement – Event & Activities Management: 0.10 FTE [Target: 0.05 FTE]


- Input into further development and future options for: Park Play; Community Lounge.
- Input into developing and logistics for Hope CIC Mobile Food Van weekly sessions to start in August.
- input draft grant application.
- Christmas tree; LUN plans input.

Engagement – Partnership and Community Engagement 0.10 FTE [Target: 0.15 FTE]

- Attended external partnership meetings: Pavilion Board; Homes England quarterly PC/TC meeting. Homes England meeting with Cllrs Delip and Males and Henbe consultancy re community engagement and social value strategy.
- Meetings/discussions held with: SCDC CDOs/Communities Team/New Build Teams; Police and BPHA; SCDC Monitoring Officer; LDHS; various consultancies working for Homes England.
- Responded to queries from residents via email; phone; social media; in person.

Engagement – Communications: 0.05 FTE [Target: 0.10 FTE] 

- Updated information on website - ongoing.
- Northstowe News column.
- Social media – ongoing – followers: Facebook: 1,160; X: 220 followers.

Training and Development: 0.00 FTE [Target: 0.10 FTE] 

- *None this period*