

Northstowe Town Council

Report for: Full Council meeting, 27th October 2021

Item: 112/21-22 - Report from: Town Clerk

Reporting period: **September 2021**

Core Roles

- Final hand-over procedures with Interim Clerk.
- Administered x1 Full Council meeting and x4 Committee meetings, and implementing decisions made.
- Organised 1:1 meeting with Chairs and/or Vice-Chairs in advance of Committee and Council meetings; held other meetings/discussions with Councillors, as and when needed.

Law and procedures

- Arranged first internal auditing (twice-yearly), to be started in October.
- Liaised with SCDC Monitoring Officer on Registers of Interests – cont.
- Initiated weekly strategic oversight meetings with Mayor and Deputy Mayor.

Finance

- Updated business details Unity Trust Bank; setting up new bank mandate.
- Finalised procedures for setting up NTC for VAT returns with HMRC.

Management

- Pension Regulator: procedures for compliance - cont.
- Pension provider: Discussed options and sent off application.
- Mobile phone contract handed from CAPALC.
- Held discussions office space options; filing systems improvements.

Engagement – Community, Partnership and Event Management

- Queries residents: 12 queries received and responded to, received by: email; website; Facebook/Messenger; and phone, and passed onto and/or liaised with relevant bodies where appropriate.
- Attendance & active input into following partnership meetings: Northstowe Phase 1 Open Spaces Management and Maintenance Steering group (x2); Northstowe Heritage Stakeholder Group.
- Meetings with key public and private sector partners: meetings held with: SCDC Officers (Communities) (x4 meetings); SCDC Councillors; Cambridgeshire County Council (Historic Environment); Homes England - site visit; AR Urbanism – consultation event for new Enterprise Zone/Community Centre; Greenbelt – site visit.
- Meetings held with community partners: Northstowe Pathfinder Church; Northstowe Arts. Correspondence with other community representatives.
- Enabled Northstowe Town Council's Christmas tree purchase and organised logistics.
- Developed Action Plan for Northstowe Town Council's Christmas Light Switch-On event; liaising with relevant community groups for programme and logistics on the day.
- Worked with Pathfinder Church on preparations for Remembrance Sunday Commemoration Act.

Engagement - Communications

- Website: Updates, for compliance with statutory requirements; News Items added regularly (x5 published in September).
- Set up a Google Business account, to increase online reach.

- Wrote short article for Northstowe News Nov-Dec edition.
- Social media: Increase in activity/posting; increase in followers Twitter (13 new in September) and Facebook steady increase in page likes from 353 (at start, on 09 August) to 429 at end of September.

- Facebook post with highest reach this month:

Published	Post	Type	Targeting	Reach	Engagement
30/09/2021 09:57	Greenbelt: Pre-billing Meeting for #Northstowe Residents on 5th October All residents welcome -			597	60 4

- Top Tweet this month:

Top Tweet earned 1,933 impressions

[#Northstowe](#) is getting better and better, for locals and visitors - [@NorthstoweMayor](#) quoted in [@SouthCambs](#) press release: 'I am delighted that the Northstowe Waterpark is open; this is a fantastic natural space in the heart of the town'
twitter.com/SouthCambs/sta...

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Training

- Attended New Clerk training provided by CAPALC (x2 sessions);
- Attended CILCA training sessions provided by CAPALC: x1 Introductory session and x2 CiLCA training sessions.
- Attended Scribe training/webinar on budget setting and forecasting.
- Attended CAPALC Cambridgeshire branch meeting; attended SLCC Cambridgeshire branch meeting.
- Use & research of legal, practical and other information resources through membership SLCC, NALC and CAPALC.