

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

Item: 116/22-23

Report from: Town Clerk & Responsible Financial Officer

Reporting period: **July and August 2022**

Core Roles

- Prepared & administered x1 Full Council & x4 Committee meetings & implemented decisions.
- Ongoing - Fed into developing motions and papers.
- Input research Market Development Working Group; NABMA membership and follow-ups.
- Preps towards setting up Christmas Switch-On WG discussed.

Law and Procedures

- Ongoing - responded to various Cllrs' queries.
- Meeting with Cllr Smith, Cllr Handley and A. Ainsworth SCDC, re: set up Northstowe Delivery Board and NTC input.

Finance

- input questions received from external auditor on AGAR submission.

Management

- Finalised research and paperwork for options recruitment Deputy Clerk; input Cllrs sought.
- 12 month Action Plan meeting with Chairs and Vice-Chairs; drafted 12 month Action Plan and instigated subsequent consultation rounds.
- Started Trello for Full Council meeting management (thanks to Cllr Littlemore for Trello set-up).
- Created template loan agreement NTC equipment; and started using for community group requests.
- Regular meetings with Mayor and Deputy Mayor.

Engagement – Partnership and Community Engagement, and Event Management

- Joined partnership meetings: Heritage Steering Group; Youth Hive.
- Provided input into items for meetings of: Phase 1 Open Spaces Steering Group; Northstowe Support Partnership; Northstowe Youth Partnership.
- Meetings and discussions held online and on site with: Greenbelt; SCDC Safety Partnership SCDC; SCDC Officers; Northstowe Arts re: Christmas events and Winter Festival; LDHS; joined meeting with Longstanton Bowls Club.
- Responded to 34 queries from residents.

Engagement - Communications

- News Items added on website: x4.
- New pages added on website: 'Reporting' and 'Useful Links'.
- Northstowe News column.
- Arranged stall for Cllrs. at SCDC Northstowe Community Forum.
- Social media, ongoing gradual increase: Facebook: 690 followers; Twitter: 151 followers.

Training and Development

- Joined CAPALC Clerk drop-in session.
- Some further CiLCA portfolio development.