




Northstowe Town Council - Report for: Full Council, Tue 27th September 2023
Item: 128/23-24, 'Report from Clerk'

Reporting period: **July & August 2023**

Report from: Town Clerk & Responsible Financial Officer (1.0FTE); Includes Deputy Clerk's work (0.7FTE)

 = at or close to target  = $\geq 33\%$ difference from target  = $\geq 50\%$ difference from target

Core Roles (circa 0.65 FTE) [target: 0.75 FTE] 


- Prepared & administered x1 Full Council & x4 Committee meetings (including Extraordinary Market and Events Committee meeting).
- Fed into draft motions and papers from Councillors and Working Groups – ongoing.
- Follow-ups actions Council meetings; including: Follow ups with Northstowe Support Partnership Officer re: Kickstart application queries; input SARW naming - various correspondence.
- Planning spreadsheet overview updated.

Finance (circa 0.15 FTE) [target: 0.2 FTE] 


- AGAR - input various queries from external auditor.
- Input into x2 grant application queries & draft applications.
- Finance preparations: accounting; banking – ongoing.
- Bank credit card limit increase request.
- Financial Regulations updated.
- Chased outstanding market invoices earlier in the year.

Management (circa 0.15 FTE) [target: 0.1 FTE] 

- Induction Deputy Clerk – cont.; regular performance management monitoring meetings.
- Arrangements for temporary office space Jul – Aug – Sep – cont.
- Preparations for office move to Temporary Community Centre – cont.
- Research other parishes – office hour opening arrangements.
- Photocopier options motion prepared.
- Research further office equipment needs – cont. – for: other IT equipment; fire proof safe.
- Defibrillator checks; new pads for defibrillator.
- Updated 5 year staffing plan proposals.
- Started some research for input Facilities & Asset Development Manager position proposals.

Law and Procedures (circa 0.05 FTE) [target: 0.1 FTE] 

- Responded to Cllrs' queries on procedures and legal advice – ongoing (e.g. researched procedures approving previous minutes).
- Regular strategic work discussions with Mayor and Deputy Mayor.
- Updated NTC discretionary powers document.

Engagement – Event Management (circa 0.4 FTE) [target: 0.15 FTE] 

- Input into work Market Development Working Group:
 - Queries and various correspondence traders, potential traders, customers, and third parties.
 - Meetings, discussions and input market – re: options volunteer needs/capacity issues; trader issues; health and safety; logistics; logo competition - advised finalists and non-finalists for Market Logo competition & chased for next steps; promotion.
 - Input and upkeep spreadsheet Market traders' information; chasing missing Public Liability documents and Risk Assessments traders.
 - Input market delivery model via Phoenix event management company.
 - Bookings for Community Centre; also all dates for Indoor Monthly Market all booked for next year (pending Council decision-making).
 - Preparations for bringing back bigger monthly market in September.

- Market weather Protocol further updates; Licence agreements The Green – cont.
- Call with Market Manager St. Ives, re how they operate the Market. Info received from Huntingdon re: Market Manager position.
- Meeting CPCA grant use update – with SCDC representative.
- Input into work Community Lounge Working Group:
 - Input Community Lounge plans Jul – Aug.; various input and correspondence re: issues that came up; logistics; promotion support. Refreshments purchase; bookings Community Centre;
 - Input plans post-Sep/Oct input; correspondence funder re: changes in funding plans.
 - Meeting Northstowe Hub re: options re: Community Lounge taking on
- Input into work 2022 Christmas Switch-on Working Group:
 - Meetings and discussions third partners for consideration by the Working Group and committee: meeting held with SCDC re: Christmas LUN options; discussions Northstowe Arts; meeting Hindu Samaj and Northstowe Foodies for options coordination Switch-on and arranged date for Sat. 25th November.
 - Christmas tree supplier contacted.
 - Bookings and date Community Centre for Christmas Switch-on 2024 arranged.
- Input into Park Play:
 - Various correspondence and actions towards: Play Leader; promotion; licence agreement; promotion.
 - Organised x2 meetings, with key partners - at Western park with new Play Leader; and online meeting Park Play and key partners before launching scheme in early September
- Preparations for Remembrance Sunday Service:
 - Met British Legion representative - ordered Poppy wreath;
 - Contacted Pathfinder Church.

Engagement – Partnership and Community Engagement (circa 0.2 FTE) [target 0.15 FTE] ★

- Met MP Anthony Browne, A. Melton & Town Mayor: discussions and site visit Northstowe facilities.
- Joined first meeting Pavilion Management Board; joined first meeting Community Centre Management Board.
- Joined meetings external bodies: AR Urbanism re: permanent community centre; Northstowe Delivery Group re: Permanent Community Centre; Homes England quarterly meeting; Northstowe Community Forum; Northstowe Support Partnership.
- Meetings SCDC Officers, re: office; market; community centre; pavilion; various.
- Responded to several queries from residents via email; phone; social media; in person.
- Fed into sensitive issues dealt with by partners.

Engagement – Communications (circa 0.05 FTE) [target: 0.1 FTE] ★

- X9 News Items added onto website.
- Various updates to website pages – ongoing, including website FAQs and useful links and reporting pages updates.
- Social media: ongoing gradual growth: Facebook: 910 followers (+61); Twitter ('X'): 192 followers (+4).
- Discussions Councillors re: media engagement.

Training and Development (circa 0.05 FTE) [target: 0.15 FTE] ★

- Scribe webinar training Work Smarter not Harder.
- General research – various.