

Northstowe Town Council

Report for: Full Council meeting, 24th November 2021

Item: 132/21-22 - Report from: Town Clerk & Responsible financial Officer

Reporting period: **October 2021**

Core Roles

- Administered x1 Full Council meeting (with 3 speakers) and x4 Committee meetings, and implementing decisions made.
- Liaised to help arrange meeting with Katherine Southwood, SCDC, Business Development Team SCDC – for input into market development & potential funding for Events & Markets Committee.
- Held meetings/discussions with Councillors, as and when needed.
- Booked in meetings all Committees up to middle of 2022.

Law and procedures

- Fed into queries from internal auditing carried out by CAPALC (report to appear soon).
- Liaised with chosen pension provider for next steps re: application.
- Researched further needs for Operation London Bridge.
- Fed into queries from Cllrs on Council's duties, powers and procedures.
- Liaised with SCDC Monitoring Officer to finalise data remaining Registers of Interests.

Finance

- Started detailing budget ('22 – '23) needs and enquiries towards precept
- Ensured budget needs were discussed at each Committee meeting, to be compiled and feeding into a draft overarching budget.
- Obtained pledges for x3 commercial (Homes England; Urban Splash; and Greenbelt) sponsorship, plus sent off application for Community Developer fund (successful) – in total £2,000 secured in sponsorship and grants towards the costs of the Christmas tree.
- Unity Trust Bank – continued liaising re: setting up new bank mandate and improvements to banking arrangements set-up.

Management

- Researched available guidance from CAPALC and SLCC and drafted performance management framework for probationary period Clerk, to also become useful for wider usage by the council for staff performance.
- Held weekly strategic oversight meetings with Mayor and Deputy Mayor.

Engagement – Partnership and Community, and Event Management

- Met with key staff/organisers Northstowe Support Partnership, to understand and discuss details of e.g. the Placemaking Fund becoming available for local organisations.
- Fortnightly meeting C Gibbons, with Mayor and Deputy-Mayor and Clerk.
- Met with J London, Community Development Officer Phase 1 SCDC, discussing e.g. options for FAQs towards residents, and regular exchange of information throughout month.
- Met with SCDC Cllrs (x2), to discuss how best to work together.
- Met with AR Urbanism and fed into their second public consultation event held in The Wing, for the development of the Phase 1 Community Centre/Employment Centre.
- Met with Greenbelt and liaised with relevant staff/regional manager in advance of their meeting for residents held in the Secondary College.

- Met (with Mayor) with Homes England, to meet their new Community Engagement Team and key staff, discussing cooperation opportunities.
- Input into SCDC's Northstowe Community Forum.
- Continued developing Action Plan for Northstowe Town Council's Christmas Light Switch-On event; liaised with Christmas tree & decorations provider; liaised with SCDC Think Communities and other partners for programme and logistics on the day.
- Fed into coordination by Pathfinder Church on preparations for Remembrance Sunday Commemoration Act, and coordinated key Town Councillors' involvement (wreath and ceremonies).
- Met with: Northstowe Arts re: Northstowe Winter Festival and calendar of events etc;
- Met with Northstowe Running Festival: re: possible NTC involvement/support for future events. Helped Northstowe Running Festival also to get in contact with relevant people at e.g. homes England for future events management.
- Queries residents: 18 queries received and responded to (up from 12 last month), received by: email; website; Facebook/Messenger; and phone, and passed onto and/or liaised with relevant bodies where appropriate or needed.

Engagement - Communications

- Website: News Items added: x5 published in October.
- Social media, continued gradual increase - Facebook: Page likes from 429 at end of September to 446 at end of October. Twitter - new followers, increase of 18, to 81.

Training

- Attended CILCA training sessions provided by CAPALC: x1 CiLCA training session.
- Use & research of legal, practical and other information resources through membership SLCC, NALC and CAPALC.
- Queen's Green Canopy - information session CACRE training.