

Northstowe Town Council

May '21 – Mar '22 & Apr '22 – Mar '23

Situation:

- Town Council formed in May 2021.
- F/T Clerk started in August 2021
(taking over from P/T interim clerk).
- No changes in second year.

Clerk & Responsible
Financial Officer

(= 'Proper Officer')

1.0 FTE

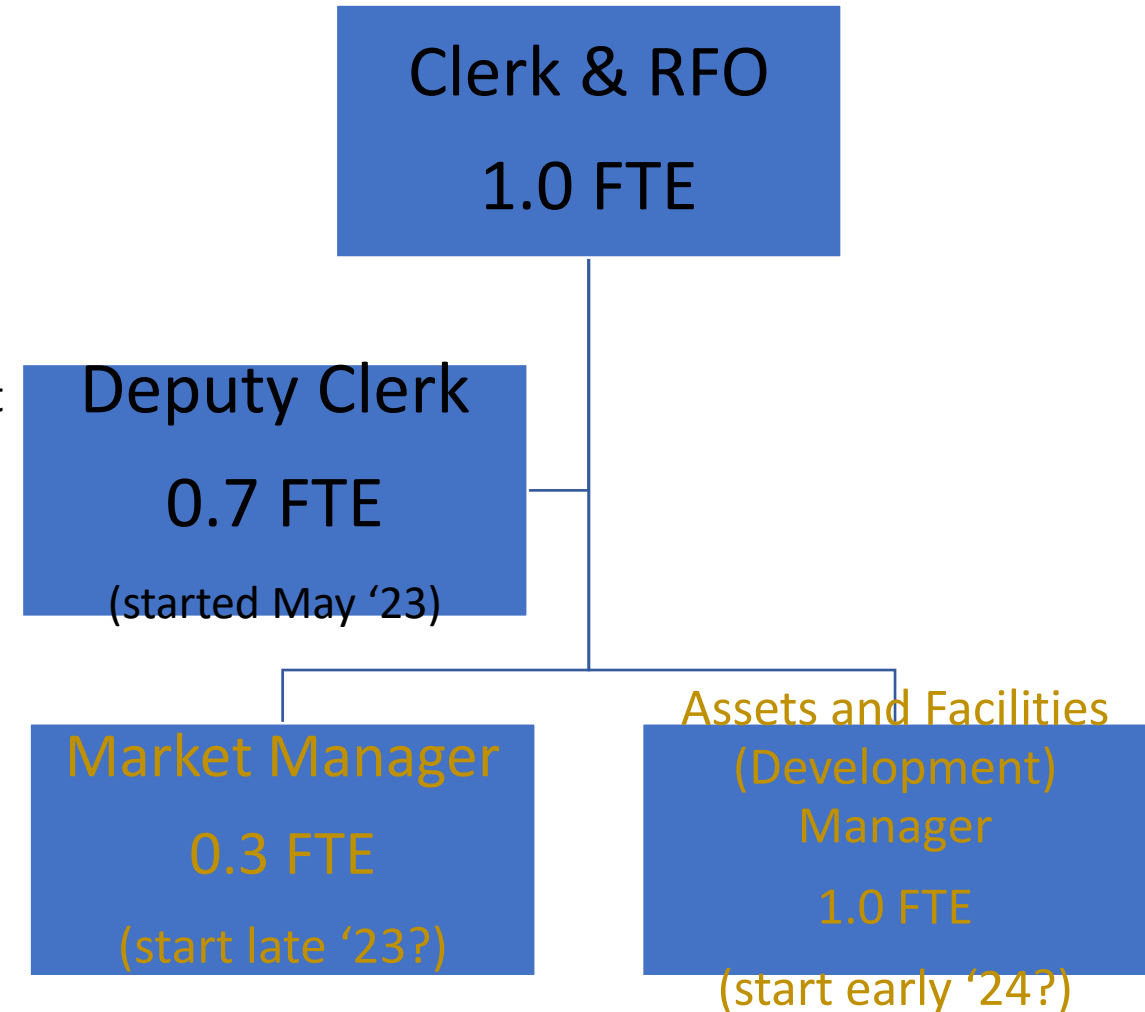
(started Aug '21)

Northstowe Town Council

Apr '23 – Mar '24

Changes:

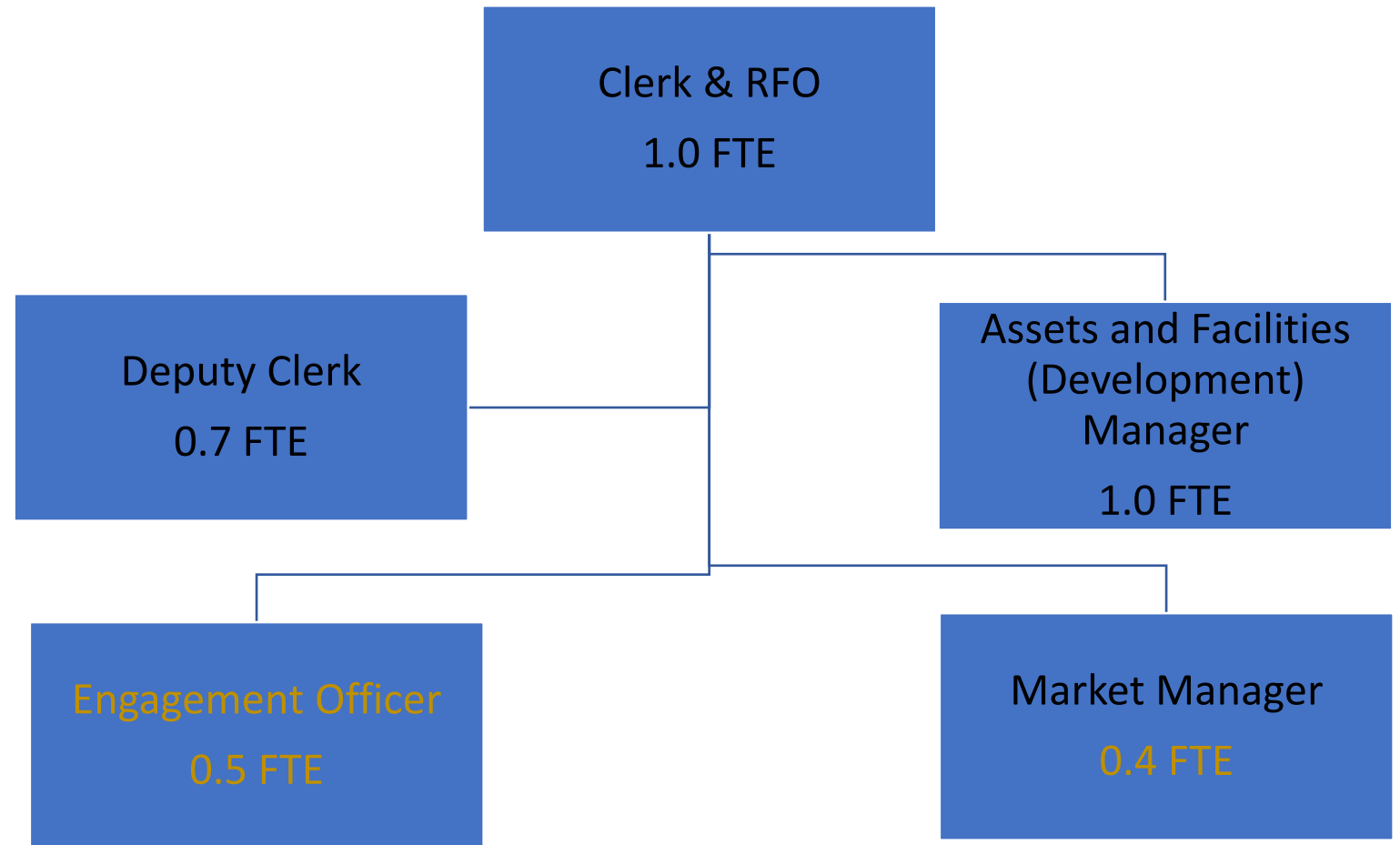
- Deputy Clerk: Additional P/T member of staff attracted due to ongoing workload growth.
- **(Proposed): Market Manager P/T:** Three indoor winter market events (Jan – Mar '23) and weekly pilot market delivered (Apr – Oct '23); plan for attracting in-house Market Manager as per Pilot Market Business Plan; also for future market continuation and expansion. Market Development Working Group developing plans for this role. To ensure that desirable attributes for the Engagement Officer role ('24-'25 proposed) are built in the job specifications, to keep open an option for both roles to be combined.
- **(Proposed): Assets and Facilities (Development) Manager F/T:** Two-year fixed contract initially – to research & create Business and Delivery Plan for the Town Council to consider taking over management & maintenance of: Phase 1 Sports Pavilion & sports facilities; Permanent Community Centre; green spaces. Phase 1 Asset Transfer Opportunities Working Group (Sports Pavilion) developing plans for this role.



Northstowe Town Council
Apr '24 – Mar '25

Changes:

- **(Proposed): Expansion of Market Manager work**, were market to expand in size on a weekly basis.
- **(Proposed): Engagement Officer P/T**: New role to support engagement with the growing community (potential to be combined with Market Manager role? – see note on previous page about this). Role also to support Clerk and Deputy Clerk in office admin tasks and support for event management.

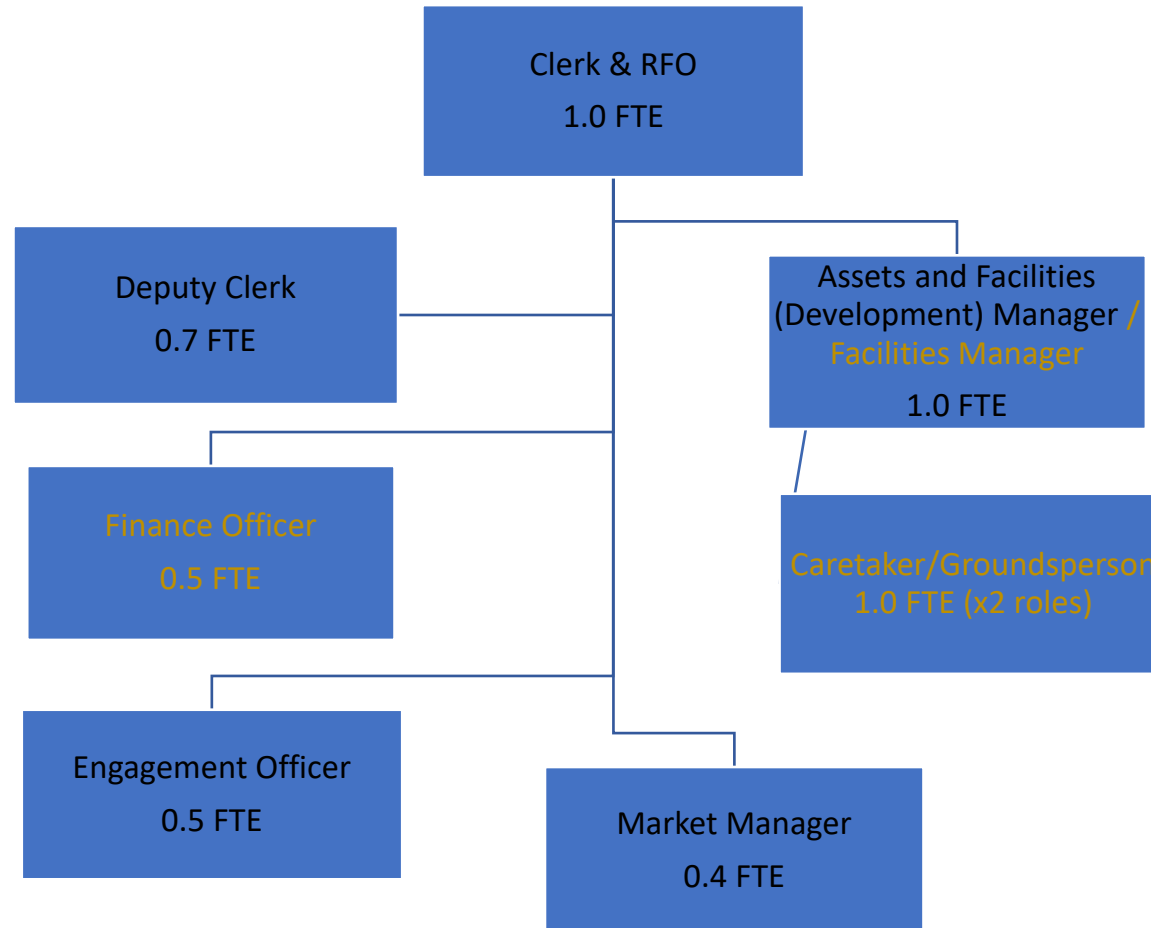


Northstowe Town Council

Apr '25 – Mar '26

Changes:

- **(Proposed)**: Following a successful two-year delivery, role to be changed from Assets and Facilities (Development) Manager to a permanent position as **Facilities Manager F/T**.
- **(Proposed)**: **x2 (P/T) Caretaker/ Groundsperson** roles to be created, to support the start of taking on facilities (NB: Permanent Community Centre to be opened in Jan '26 - TBC).
- **(Proposed)**: **Finance Officer**, dedicated role to support Clerk and Facilities Manager with anticipated rapid growth in financial tasks, linked primarily to Asset Management uptake.



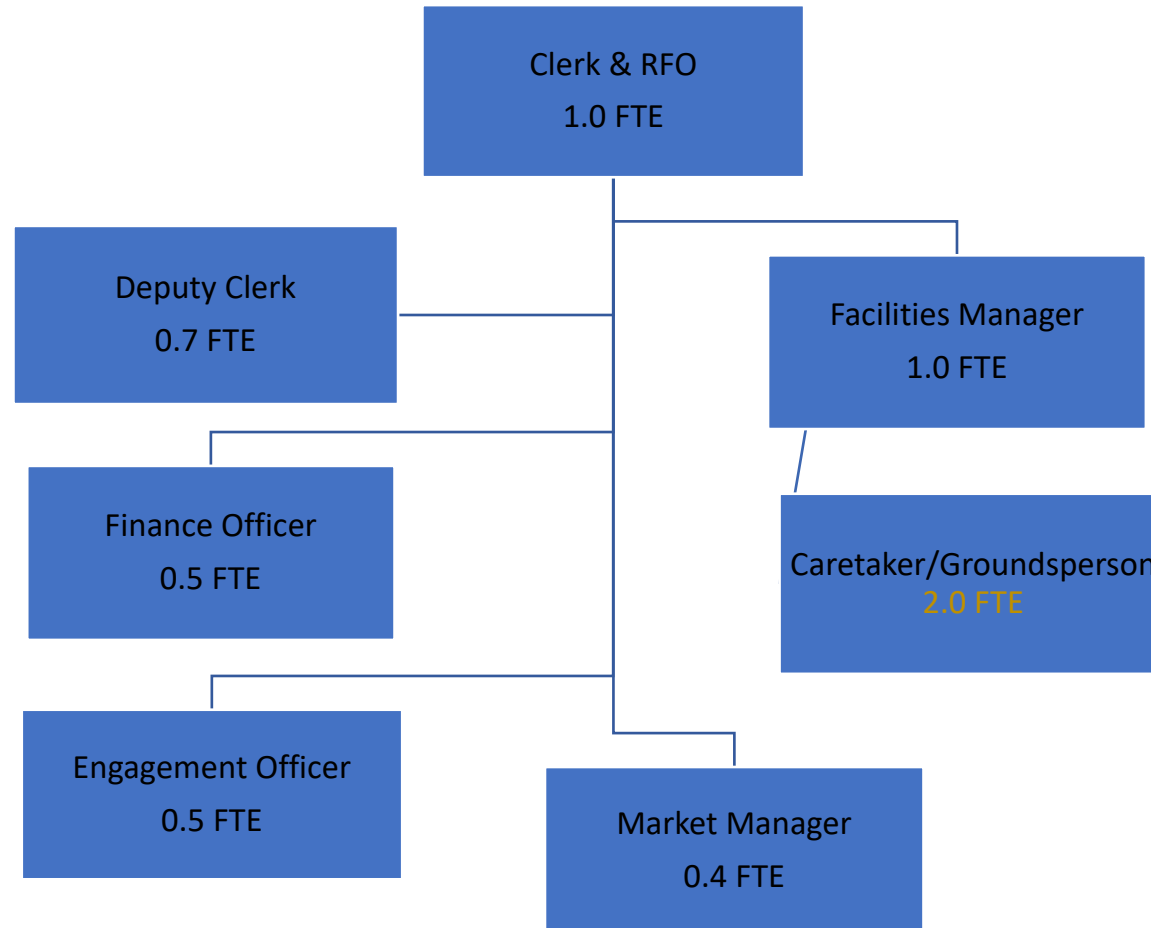
Northstowe Town Council

Apr '26 – Mar '27

Changes:

- (Proposed): x2
Caretaker/Groundsperson roles to be expanded to 2 F/T (or multiple P/T roles), to support taking on further facilities (NB: Permanent Community Centre to be opened in Jan '26; handover Pavilion Phase 1 potential option from Sep '26 onwards – TBC; discussions about green space management hand-over options in full swing).

NB: Facilities Manager could potentially take on dual role as Centre Manager (or new role to be created – TBC), were the Town Council to take on the Permanent community Centre

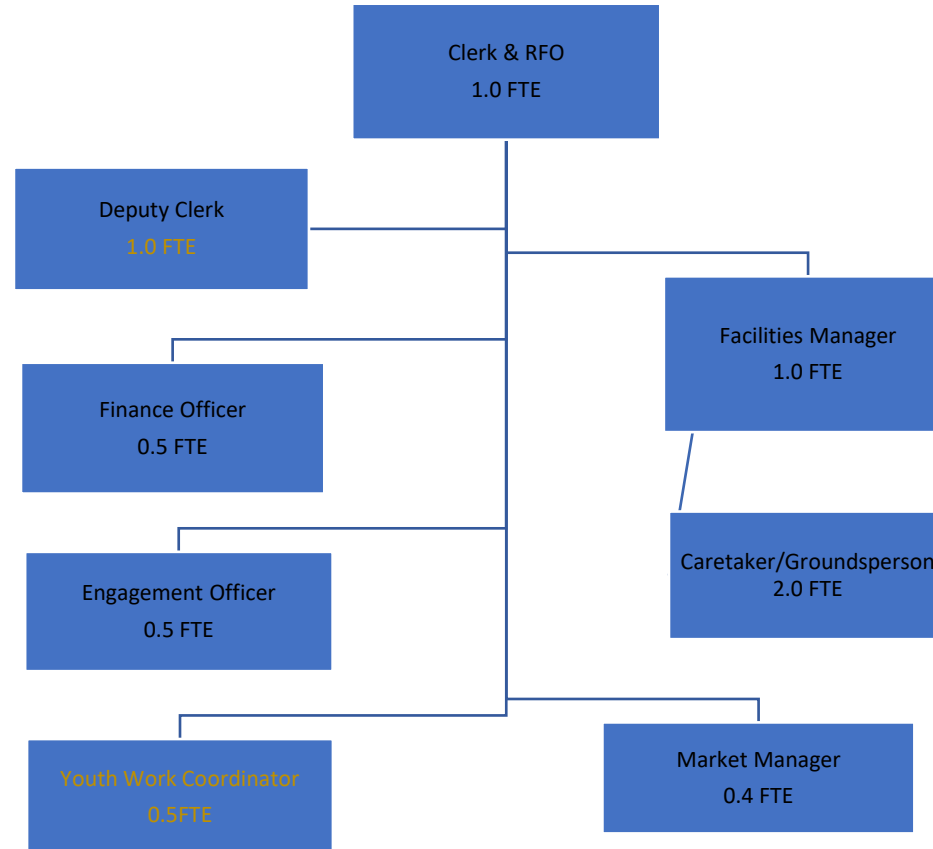


Northstowe Town Council

Apr '27 – Mar '28

Changes:

- **(Proposed): Expansion of Deputy Clerk to F/T position** (potential for x2 P/T posts), with ongoing growth in work and asset management to deal with.
- **(Proposed): Creation of Youth Work Coordinator P/T**, to take on work done previously through Northstowe Youth Work Coordinator/Romsey Mills.

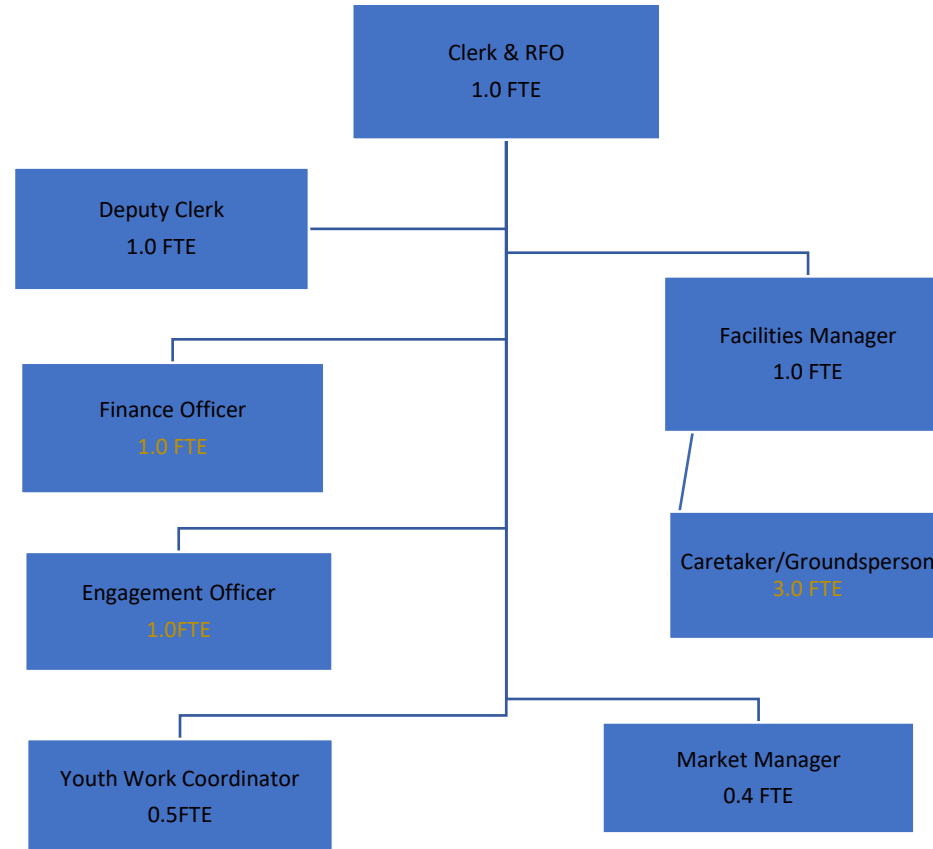


Northstowe Town Council

Apr '28 – Mar '29

Changes:

- **(Proposed): Expansion of Finance Officer post to F/T position**, due to anticipated ongoing growth in asset management by Town Council.
- **(Proposed): Expansion of Engagement Officer post to F/T** (potential for x2 P/T posts), to cover gap left due to expected ending of Phase 1 Community Development Officer post/SCDC.
- **(Proposed): Increase in FTE for Caretaker/Groundsperson roles** (could be multiple P/T roles), to cover anticipated ongoing growth in asset management by Town Council.



NB: Civic Hub expected to be opened with permanent office for Town Council in 2028.