




Northstowe Town Council - Report for: Full Council, Tue 22nd October 2024
Item: 137/24-25, 'NTC Staff Report'

Reporting period: **SEPTEMBER 2024**. Report from: Town Clerk.

Staff capacity: 2.3 FTE - Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE); Market Manager (0.6 FTE).

 = More or less on target  = Some deviation from target  = Significant deviation from average target time input

Core Roles: 0.65 FTE [Target: 0.70 FTE] 

- Prepared, administered and follow-ups for x1 Full Council & x4 Committee meetings.
- Fed into ideas and draft motion papers from Councillors and Working Groups – ongoing.

Finance: 0.20 FTE [Target: 0.25 FTE] 


- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing non-payments – ongoing.

Law and Procedures: 0.10 FTE [Target: 0.20 FTE] 

- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

Management: 0.30 FTE [Target: 0.10 FTE] 

- Annual Performance Review procedures & meetings held.
- Market Manager induction – cont.
- Management of recruitment processes for Assets & Estates Manager position, including interviews held.
- Further meetings with & quotes from potential HR support services companies.
- Meeting contractor for B1050 verge maintenance. Defibrillator checks.

Market Management: 0.75 [Target: 0.60] 

- Delivery September monthly market.
- Meetings/discussions with all stallholders; finding new stallholders – cont.
- Updates to spreadsheets with traders' contact information and traders' PLI, RAs and Food Hygiene documents, including chasing traders for information – ongoing.
- Preparing proposals for changes to market delivery model – cont.; implementation of changes as approved by Council.
- Meetings related partner organisations.
- Quotes for leaflets, banners, signs. Researching options road sign permissions.

Engagement – Partnership and Community Engagement 0.15 FTE [Target: 0.15 FTE] 


- Attended and/or fed into the following partnership meetings: Cabin Management Board; Pavilion Management Board; Northstowe Community Forum.
- Meetings/discussions held with: SCDC CDOs/Communities Team/New Build Teams; consultancies working for Homes England re: Social Value Steering Group; Stewardship Strategy development.
- Responded to queries from residents via email; phone; social media; in person.

Engagement – Event & Activities Management: 0.10 FTE [Target: 0.10 FTE] 

- Input into meetings/discussions re: further development and future options for: Park Play; Community Lounge.
- Light Up Northstowe preparations/ input related discussions Northstowe Arts; Northstowe Hub; SCDC and others.
- Discussions and follow-ups Hope CIC Mobile Food Van that started late August for weekly sessions.

Engagement – Communications: 0.05 FTE [Target: 0.10 FTE] 

- Updated information on website - ongoing.
- Social media – ongoing; current followers: Facebook: 1,170; X: 220 followers.

Training and Development: 0.00 FTE [Target: 0.10 FTE] 

- *None this period*