

Northstowe Town Council - Report for: Full Council, Tue 25th October 2022

Item: 139/22-23

Report from: Town Clerk & Responsible Financial Officer

Reporting period: **September 2022**

Core Roles

- Prepared & administered x1 Full Council & x1 Committee meetings; implemented decisions made.
- Fed into developing motions and papers from Councillors and Working Groups – ongoing.
- Input into Market Development Working Group: research; input into and feedback on developing documents; organised meeting with NABMA reps; joined meeting at Homes England: market survey & cooperation going forward.
- Input into Christmas Switch-On WG: drafted Christmas switch-on event Action Plan; various planning and logistics input; quotes Christmas tree.

Law and Procedures

- Responded to various Cllrs' queries on procedures and legal advice – ongoing.
- Regular meetings with Mayor and Deputy Mayor, re: strategic work.

Finance

- AGAR Notice of Completion of Audit 2021-'22 & publication on website of external auditor report.

Management

- Finalised paperwork for proposed recruitment Deputy Clerk.
- Updated 12-month Action Plan following consultation Councillors.

Engagement – Partnership and Community Engagement, and Event Management

- Joined first Northstowe Delivery Group meeting.
- Joined partnership meetings: Phase 1 Open Spaces Steering Group; Northstowe Youth Partnership.
- Provided input for items for meetings of: Phase 1 Open Spaces Steering Group; Homes England Quarterly Parish & Town Council meeting; Northstowe Youth Partnership.
- Carried out actions in reaction to Queen passing away: sort out Book of Condolence signing; input into partners' ceremonies & service.
- Supported SCDC by joining Interview Panel for new Phase 2 Community Development Officer.
- Responded to 10 queries from residents.

Engagement - Communications

- News Items added on website: none this month; updated various website pages - ongoing.
- Social media, continued gradual increase: Facebook: 701 followers; Twitter: 153 followers.

Training and Development

- CiLCA portfolio development.
- Created CiLCA Action Plan.
- Joined CAPALC annual conference (and was presented with CEO award); SLCC annual regional training seminar.