

## **Northstowe Town Council - Report for: Full Council, Tue 25<sup>th</sup> April 2023**

**Item: 13/23-24**

Report from: **Town Clerk & Responsible Financial Officer**

Reporting period: **March 2023**

### **Core Roles**

- Prepared & administered x 1 Full Council & x 3 Committee meetings; implemented decisions.
- Fed into various motions and papers from Councillors and Working Groups – ongoing.
- Annual Town Meeting agenda drafted and speakers obtained; promotion started.
- Market Development Working Group, input into: Business Plan, other key documents and motions drafted; various discussions re: logistics and continuation market event options beyond March; queries traders; invoices traders for winter market events; meeting Greenbelt re: license agreement for use of The Green for market; various correspondence primary school and others re: possible locations for market continuation.
- Warm Hub Working Group, input into: liaisons with funder; joined CACRE Warm Hub networking session, obtaining info on next funding options; input Warm Hub future discussions; meeting associated community group; reports/monitoring data to funder; promotion.
- Asset Transfer (Pavilion) Working Group: input into: various discussions on options asset transfer and steps to be taken;
- Planning: updated overarching spreadsheet and admin for planning consultations; consultation responses sent off.

### **Law and Procedures**

- Responded to Cllrs' queries on procedures and legal advice – ongoing.
- Regular strategic work discussions with Mayor and Deputy Mayor.

### **Finance**

- updated Asset Register.
- Obtained new quote Insurance provider.
- asset register aligned with insurance contents criteria; insurance: filled in questionnaire for quote
- Quarterly financial checks '22-'23 (re-)arranged.
- Preparations for end-of-year accounting.

### **Management**

- Recruitment Deputy Clerk: finalised contractual arrangements for appointed candidate; created template for reference request, and obtained references; started discussions logistic needs.
- Discussions with relevant Cllrs on NTC's potential usage of temporary community's facility; research office hire options and costs; negotiations with SCDC re: potential NTC office hire at the temporary community facility.
- Defibrillator: checks made and spare pads ordered.

### **Engagement – Partnership and Community Engagement, and Event Management**

- Park Play: promotion to residents and promotion of Park Play Leader opportunities; liaising with Greenbelt, SCDC, Living Sport and ParkPlay for license agreement, plans and logistics.
- Pathfinder Primary School grant awarded: correspondence on behalf of them with various landowners and partners for signs to be placed around Northstowe.
- Attended Open Spaces Steering Group meeting; provided nut various items and follow-ups with relevant partner organisations.
- Liaised with NTC Cllrs for presentations at Northstowe Community Forum.
- joined Northstowe Support Partnership meeting; joined Northstowe Delivery Group meeting; meeting with SCDC Officers.
- Joined permanent Community centre SCDC online meeting with AR Urbanism.
- Western Park - meeting with new clerk Longstanton PC: ParkPlay cooperation, verge management; other items.

- Meeting with Learning and Innovation Lead for the diocese of Ely - input into their 5-year review of Revds.' work in Northstowe.
- Responded to x2 queries from residents.

### **Engagement - Communications**

- x5 News Items added onto website; ongoing updates to website pages.
- Social media: ongoing gradual growth: Facebook: 801 followers (+12); Twitter: 185 followers (+6).

### **Training and Development**

- Some CiLCA portfolio development.
- Joined virtual clerks' meeting CAPALC.
- Scribe year-end-accounting online (refresher) training.