

## **Northstowe Town Council**

**Report for: Full Council meeting, 15<sup>th</sup> December 2021**

**Item: 150/21-22 - Report from: Town Clerk & Responsible Financial Officer**

Reporting period: **November 2021**

### **Core Roles**

- Administered x1 Full Council meeting and x5 Committee meetings (one with speaker), and implemented decisions made.
- Held range of meetings/discussions with Councillors, as and where needed.

### **Law and Procedures**

- Fed into further queries stemming from first internal auditing carried out by CAPALC.
- Helped arrange for Cllr Littlemore to appear before SCDC's Planning Committee regarding key planning case Northstowe.
- Improved and updated overview planning applications and comments system.
- Researched and fed into queries from Cllrs on Council's duties, powers and legal procedures.

### **Finance**

- Drafted budget for financial year '22 – '23, and sought input Mayor and Deputy Mayor before passing onto Finance and Governance Committee for discussion.
- Sent enquiries to SCDC regarding initial calculations they made on the tax base figure for '22-'23, resulting in an increased tax base (and thus significantly higher precept) for Northstowe parish.
- S106 agreements x2 signed and passed back to SCDC, to allow payments to Northstowe TC.
- New Bank Mandate finalised and improvements to bank payment authorisation processes achieved.
- Additional independent quarterly financial check instigated; carried out for Q1 and Q2.

### **Management**

- Liaised with chosen pension provider for next steps re: application.
- Worked with SCDC's Community Development Order in identifying NTC's Assets in The Wing, and creating work space for NTC staff.
- Held weekly strategic oversight meetings with Mayor and Deputy Mayor.
- Finalised Performance Management Framework Principles for the Council, and had Objectives set for probationary period Clerk discussed and approved.
- Instigated monthly performance management meetings with Chair or Vice-Chair of Personnel Committee.

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

- Attended following partnership meetings: Northstowe Support Partnership; Phase 1 Open Spaces Maintenance and Management Steering Group; Northstowe Faith Strategy Group; Heritage Stakeholder Steering Group.
- Assisted South Cambs DC on interview panel for selection x2 new Community Development Officers for Northstowe.
- Fortnightly meeting SCDC Officer Gibbons, with Mayor and Deputy-Mayor and Clerk.
- Meeting Mayor, Deputy Mayor with x2 SCDC Cllrs, to discuss arrangements working together.

- Meeting SCDC Officers and Cllrs, CCC Officers and Cllr and NTC Mayor, Deputy Mayor and Clerk – discussing multi-agency relationships and ways of working together, plus prevention of issues as identified by NTC.
- Continued feeding into coordination by Pathfinder Church on preparations for Remembrance Sunday Commemoration Act, and coordinated key Town Councillors' involvement (wreath and ceremonies). Delivery on 14<sup>th</sup> November.
- Continued developing Action Plan for Northstowe Town Council's Christmas Light Switch-On event; liaised with partners for programme and logistics on the day, including meetings held with Northstowe Arts; Northstowe Social; Northstowe Foodies; Northstowe Pathfinder Church.
- Created Risk Assessment for Christmas Tree, Risk Assessment for Light Switch-On event; obtained Risk assessments and Public Liability insurance documentation from all partner organisations for the Switch-on event. Created Management Plan for the SCDC Safety Advisory Group; Liaised with L&Q, SCDC and Greenbelt for site use permissions etc.
- Worked with Christmas Decorators to install tree on The Green.
- Promotion of Switch-on event started off.
- Queries residents: 21 queries received and responded to (up from 18 last month) - either received directly, or Clerk feeding into discussions stemming from queries received by other levels of Local Authorities or Agencies. Liaised with relevant bodies where needed.

#### **Engagement - Communications**

- Website: News Items added: x5 published in November.
- Social media, continued, gradual increase - Facebook: Page likes from 446 at end of Oct 2021 to 461 at end of Nov 2021. Twitter - new followers this month: 6, total now 87.

#### **Training and Development**

- Attended CILCA training sessions provided by CAPALC: x1 CiLCA training session.
- Operation London Bridge training, delivered by SLCC.
- Ongoing - use & research of legal, practical and other information resources through membership SLCC, NALC and CAPALC, and presenting findings and legal advice, responding to Cllrs' queries.
- Discussed and then booked in five Cllrs. for Chairmanship training with CAPALC.