

Northstowe Town Council - Report for: Full Council, Tue 31st October 2023
Item: 151/23-24, 'NTC Staff Report'

Reporting period: **September 2023**

From: Town Clerk & Responsible Financial Officer (1.0 FTE); Includes Deputy Clerk's work (0.7 FTE).

★ = At or near target

★ = $\geq 50\%$ variation against target time input

Core Roles (circa 0.65 FTE) [target: 0.75 FTE] ★

- Prepared, administered and follow-ups on actions x 1 Full Council & x 2 Committee meetings.
- Fed into draft motions and papers from Councillors and Working Groups – ongoing.

Finance (circa 0.15 FTE) [target: 0.2 FTE] ★

- Input further queries from external auditor; Conclusion of AGAR & audit paperwork on account page on website and noticeboard.
- Setting up accounting system Scribe with invoicing system; invoices market backlog targeted.
- Research saving account options; meeting held with Chair and Deputy-Chair of Finance & Governance Committee to consider options for business savings accounts.
- Finance preparations; accounting and banking – ongoing.

Management (circa 0.15 FTE) [target: 0.1 FTE] ★

- Deputy Clerk – regular performance management monitoring meetings – cont.
- Meeting with Chair Personnel committee - annual performance review pre-planning.
- Office lease agreement input finalised; signing with solicitor.
- Office move to Community Centre; NTC storage arrangements office, centre and sheds in garden.
- Office Wi-Fi arrangements; photocopier installation; research and purchase monitors & headphones.
- Research further office equipment needs – cont.
- Insurance upgrade quote obtained.

Law and Procedures (circa 0.05 FTE) [target: 0.1 FTE] ★

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

Engagement – Event Management (circa 0.45 FTE) [target: 0.15 FTE] ★

- Input into work Market Development Working Group:
 - o Queries and correspondence traders, potential traders, customers, and third parties; liaised potential additional businesses including barbers with SCDC.
 - o Input and upkeep spreadsheet Market traders' information and their RA and PLI documentation.
 - o Discussions and input market – re: restarting monthly markets; planning and logistics; market manager proposal options; post-pilot motion preps; Risk Assessment updates; promotion.
- Input into work Community Lounge Working Group:
 - o Input Community Lounge plans Sep – Oct; and post Oct options;
 - o Reporting to & correspondence with funder; discussions SCDC hire rates Community Centre.
- Input into Park Play developments:
 - o Correspondence and input logistics and promotion;
 - o Organised meeting and follow up on incidents reported;
- Other - event & activity input:
 - o Preps for Christmas Tree and lights: Plans set out with company delivering tree and decorations; discussions various partner organisations re plans for Sat. 25th Nov. event.
 - o Print outs NTC activities for SCDC stall at Community Centre opening event.
 - o Further communications re: Remembrance Sunday service.

Engagement – Partnership and Community Engagement (circa 0.15 FTE) [target 0.15 FTE] ★

- Joined meetings Pavilion Management Board; Community Centre Management Board.
- Discussions SCDC Officers – various including: office; community centre; Community Lounge; market.
- Responded to queries from residents via email; phone; social media; in person.

Engagement – Communications (circa 0.05 FTE) [target: 0.1 FTE] ★

- X7 news items added onto website; various updates to website pages – ongoing.
- Social media: ongoing gradual growth: Facebook: 940 followers (+30); Twitter ('X'): 192 followers (+0).
- Northstowe News column; quote provided for 'Symbol for Northstowe' art work.

Training and Development (circa 0.05 FTE) [target: 0.15 FTE] ★

- CiLCA: some work done on portfolio (Clerk).
- Attended SLCC branch meeting (Deputy Clerk).
- General research – various.