

**Northstowe Town Council - Report for: Full Council, Tue 22<sup>nd</sup> November 2022**

**Item: 158/22-23**

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

Reporting period: **October 2022**

**Core Roles**

- Prepared & administered x1 Full Council & x3 Committee meetings; implemented decisions made.
- Fed into developing motions and papers from Councillors and Working Groups – ongoing.
- Input Market Development Working Group, including input into: market development timeline; information other markets; indicator development for grant CPCA.
- Input 2022 Christmas Switch-On Working Group, including input into: Action Plan updates; tree purchase; tree sponsorship; additional lighting options; logistics.
- Input Warm Hub Working Group, including input into: meeting Warm Hub with SCDC partners; information exchange between partners and in WG.

**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**

- Preparations for internal audit.
- Preparations for budget 23 – '24 development.
- Input queries grant scheme and input draft applications.

**Management**

- Annual Performance Management meeting held with Chair of the Personnel Committee, with new objectives and priorities agreed for up to end Sep 2023.
- Further preparations for recruitment Deputy Clerk.
- updated info business space needs NTC for SCDC for potential new interim facility.
- Updated Council's Risk Management Plan.

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

- Joined meeting with Members Cllrs Smith and Hawkins and Officer Anne Ainsworth, SCDC.
- Input into discussions with relevant SCDC Officers re: interim facility options; defibrillator options.
- Provided input for items in advance of meetings of: Phase 1 Open Spaces Steering Group; Homes England Quarterly Parish & Town Council meeting.
- Responded to 8 queries from residents.

**Engagement - Communications**

- News Items added on website: none this month; updated various website pages - ongoing.
- Social media, continued, gradual increase: Facebook: 712 followers; Twitter: 155 followers.

**Training and Development**

- CiLCA portfolio development.
- Attended webinar Scribe 'Budgeting & Forecasting in inflationary period'.