

Northstowe Town Council - Report for: Full Council, Tue 26th November 2024
Item: 161/24-25, 'NTC Staff Report'

Reporting period: **OCTOBER 2024**. Report from: Town Clerk.

Staff capacity: (1-13 Oct): 2.3 FTE - (14 Oct onwards): 3.3 FTE - Town Clerk & RFO (1 FTE); Deputy Clerk (0.7 FTE); Market Manager (0.6 FTE); Assets & Estates Manager (1 FTE).

★ = More or less on target ★ = Some deviation from target ★ = Significant deviation from average target time input
NB: Targets based on end-of-month capacity. Target is based on available capacity, which is not necessarily the same as need.

Core Roles: 0.50 FTE [Target: 0.60 FTE] ★

- Prepared, administered and follow-ups for x2 Full Council (one was extraordinary) & x2 Committee meetings.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.

Finance: 0.15 FTE [Target: 0.25 FTE] ★

- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing non-payments – ongoing.
- New budget discussions & initial preparations

Law and Procedures: 0.10 FTE [Target: 0.20 FTE] ★

- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.
- Pension Regulator re-declaration duties (once every three years).
- Started overview further policies & protocols needs.

Management – Staff & General: 0.20 FTE [Target: 0.20 FTE] ★

- Finalising contractual and logistical and IT/equipment arrangements for new member of staff.
- Market Manager induction – cont.; Induction Assets & Estates Manager.
- Performance monitoring and related meetings – ongoing.
- IT provision options further work, with input Cllr Benedicic.
- Started up discussions and management systems WorkNest, HR Services company.

Assets and Estates Management: 1.20 FTE [Target: 1.0 FTE] ★

- Research into needs for Permanent Community Centre bid and options for its management.
- Introduced to range of key partners and started having detailed discussions with relevant estates and other teams at e.g. SCDC; Homes England and others.
- Meetings/discussions held with: SCDC CDOs/Communities Team/New Build Teams re: Permanent Community Centre; Greenbelt including walk around phase 1.
- Contacted range of Town and Parish Councils and visited St Ives team, to learn from their estates and open/green space governmental and financial management models.
- Site visit to Melbourn Hub Community Centre.
- Joined Community Ownership: A Better Form of Business' reception at the House of Lords, London; organised by Plunkett Foundation; and follow-ups with Plunkett Foundation for potential cooperation.
- Defibrillator checks.

Market Management: 0.80 [Target: 0.60] ★

- Implementation market changes as agreed in September. Market traders' Terms of Reference updated.
- Preparations for market re-launch November.
- Meetings/discussions with stallholders; finding new stallholders – cont.
- Updates to spreadsheets with traders' contact information and traders' documents – cont.
- Finalising and organising printing and distribution leaflets; banners.

Engagement – Partnership and Community Engagement 0.15 FTE [Target: 0.15 FTE] ★

- Attended and fed into the following partnership meetings: Homes England Quarterly Parish & Town Councils Steering Group; Northstowe Delivery Group; Phase 1 Open Spaces Steering Group; Northstowe & Longstanton Heritage Stakeholder Group Quarterly Meeting.
- Responded to various queries from residents and partners via email; phone; social media; in person.

Engagement – Event & Activities Management: 0.10 FTE [Target: 0.10 FTE] ★

- Input into meetings/discussions re: Park Play; Community Lounge.
- Community Lounge creation new recording sheet for weekly sessions.

- Input preparations Light-Up Northstowe; research on Santa Outfits and bins options.
- Hope CIC Mobile Food Hub creation of Service Level Agreement.

Engagement – Communications: 0.05 FTE [Target: 0.10 FTE] ★

- Updated information on website - ongoing.
- Social media – ongoing; current followers: Facebook: 1,190; X: 223 followers.

Training and Development: 0.05 FTE [Target: 0.10 FTE] ★

- Deputy Clerk: Introduction to Bid Writing – Networking session (delivered by Get Grants Ltd.); Networking/update meeting with Cambridgeshire ACRE.
- Assets & Estates Manager: ‘Creating a community heart - transforming vacant spaces into vibrant places’ (organised by CAPALC).