

## **Northstowe Town Council**

**Report for: Full Council meeting, 19<sup>th</sup> January 2022**

**Item: 173/21-22 - Report from: Town Clerk & Responsible Financial Officer**

Reporting period: **December 2021**

### **Core Roles**

- Administered x1 Full Council meeting and x1 Committee meeting, and implemented decisions made.
- Held a number of meetings/discussions/correspondence with Committee Chairs/Vice-Chair and individual Councillors, where requested or needed.

### **Law and Procedures**

- Discussed first half-yearly internal audit with auditor from CAPALC and started actioning items flagged up in report.
- Started investigating procedures for elections May 2021, and contacted Councillors to understand who might stand for election again.
- Researched information following requests from Cllrs re: options and barriers to standing for election.
- Researched and fed into queries from Cllrs. on items re: Council procedures and functioning, including: the workings of Working Groups; summons and apologies procedures.

### **Finance**

- Sought input CAPALC and from other Clerks on setting budget and precept.
- Finalised '22-'23 budget and precept proposals, which included further research on a number of items, and prepared for Full Council meeting decision.

### **Management**

- Chased and then finalised application with employer's pension provider, and subsequently instigated employee's application procedures
- Finalised paperwork and declaration for Pension Regulator.
- Arranged pick up of some of remaining NTC assets from Longstanton PC's office.
- Held weekly strategic oversight meetings with Mayor and Deputy Mayor.
- Held monthly performance management meeting with Vice-Chair of Personnel Committee.
- Researched grant policy options to inform Town Council's own policy development.

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

- Attended meeting Stagecoach for Parish and Town Council on busway, organised by organised by SCDC Cllr Sarah Cheung-Johnson and with representatives from Longstanton PC, Oakington and Westwick PC and Northstowe TC, to discuss issues highlighted.
- Attended meeting with the Cambridgeshire Football Association, also attended by SCDC and Living Sports, to discuss potential of setting up a Northstowe Football Club.
- Attended Virtual Round table meeting police (PCC, Police and Crime Commissioner for Cambridgeshire & Peterborough).
- Held meeting with newly appointed SCDC Community Development officer for Phase 1, starting to explore working relationship opportunities.
- Finalised paperwork and arrangements and discussed with partner organisations and stewards for the Christmas Switch-on event.
- Coordinated banners and promotional information with sponsors of the Christmas tree.

- Sat 4<sup>th</sup> December: Christmas Light switch-on event: was successful, with some 400-500 people attending in total.
- Followed up with meeting Northstowe Arts, to discuss feedback received on Christmas Light-Switch event.
- Wrote up feedback and ideas received into internal document, for potential use for improvements to future Switch-one events.
- Further researched and compiled information re: Queens Green Canopy and Queen's Platinum Jubilee weekend celebrations in 2022.
- Queries residents: 7 queries received and responded to - either received directly, or Clerk feeding into discussions stemming from queries received by other levels of Local Authorities or Agencies. Liaised with relevant bodies as appropriate.

### **Engagement - Communications**

- Website: News Items added: x4 published in November.
- Social media, continued, gradual increase - Facebook: Page likes from 461 at end of Nov 2021 to 473 at end of Dec 2021. Twitter - new followers this month: 15, total now 102.
- Northstowe News: column for Jan-Feb edition

### **Training and Development**

- Attended final CILCA training session provided by CAPALC.
- Started off online CiLCA portfolio system through CAPALC and 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.