

Northstowe Town Council - Report for: Full Council, Tue 28th November 2023
Item: 174/23-24, 'NTC Staff Report'

Reporting period: **October 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 for x1 Full Council & x2 Committee meetings.
- Fed into proposals and draft papers from Councillors and Working Groups – ongoing.

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

- Finance preparations; accounting and banking – ongoing.
- Invoices market backlog – now caught up with.
- Initial preps for '24-'25 budget carried out.
- Some further research banking options – cont.
- Sponsorship towards costs Christmas tree.

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

- Annual Performance Review paperwork prepared (Clerk).
- End-of-probationary performance management meeting held (Deputy Clerk); paperwork finalised.
- Office – organisation cont., including bringing remainder of items from elsewhere (from: container; Longstanton PC; home office; other).
- Research fire safety cabinet.

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; e.g.: re: functioning Working Groups.

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

- Input into work Market Development Working Group (0.3 FTE);
 - Queries and correspondence/calls with traders, potential traders and customers; dealing with event management company.
 - Streamlined spreadsheets/data capture traders & scheduling in close cooperation with Market Development Working Group lead.
 - Upkeep spreadsheet Market traders' information and their RA and PLI documentation – cont.
 - Finalised Licensing needs Greenbelt The Green for market use. Bookings The Cabin for market with change to new format more indoors.
 - Input post-pilot market proposals, re: general input, capacity use data and financial data. Input Development Market Manager position proposals.
- Input into work Community Lounge Working Group (0.05 FTE)
 - Input Community Lounge plans post-Oct options, including exploring options budget development and management.
 - Reporting to & correspondence with funder including grant claims and reporting.
- Input into Park Play developments (0.05 FTE)
 - Correspondence and input logistics and promotional opportunities.
 - Joined meetings with partners and ParkPlay Leader re: needs for further ParkPlay Leaders; volunteers; promotion.
- Christmas Light Switch-On event/ other events (0.05 FTE):
 - Meetings and discussions/correspondence various partner organisations re plans for Sat. 25th Nov. event, including: Anna J singer; Northstowe Hub; Northstowe Foodies.

- 25th Nov: Action Plan development; landowner agreements; music licence.
- Promotional activities started: leaflet and promotion via Northstowe Winter Festival website.
- Further input Remembrance Sunday plans – cont.

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

- Joined external partnership meetings: Phase 1 Sports Pavilion Management Board; Community Centre Management Board; Northstowe Support Partnership.
- Various discussions with SCDC Officers, including re: office and community centre logistics; ParkPlay; Community Lounge; market. Various partner discussions including at Northstowe Community Forum.
- Input provided re: volunteer opportunities in Northstowe for new HAY website.
- Responded to a range of queries from residents via email; phone; social media; in person.

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

- X5 news items added onto website; various minor updates to website pages – ongoing.
- Social media: ongoing, gradual growth: Facebook: 975 followers (+35); X: 194 followers (+2).
- More targeted Social media promotion re: market.

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

- CiLCA: some, weekly work done on portfolio (Clerk).
- General research – various.