

Northstowe Town Council - Report for: Full Council, Tue 26th November 2024

Item: 183/24-25, 'NTC Staff Report'

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

Staff capacity: 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: 0.45 FTE [Target: 0.60 FTE] ★

- Prepared, administered and follow-ups for x1 Full Council & x2 Committee meetings.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.

Finance: 0.25 FTE [Target: 0.25 FTE] ★

- New budget 25-26 further preparations.
- Finalised setting up x2 new Council saving accounts.
- Christmas tree sponsorship.
- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing non-payments - ongoing; new pre-payment system for traders.

Law and Procedures: 0.15 FTE [Target: 0.20 FTE] ★

- Finalised overview further policies & protocols needs.
- Internal Audit.
- Co-option procedures instigated.
- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

Management – Staff & General: 0.25 FTE [Target: 0.20 FTE] ★

- Induction Assets & Estates Manager – cont.
- Performance management meetings – ongoing.
- IT provision/support services - further work/ obtaining revised quotes.
- Meetings; training sessions with WorkNest to start setting up new HR Handbook and online employer and employee systems.
- Court case; staff safety considerations.

Assets and Estates Management: 1.10 FTE [Target: 1.0 FTE] ★

- Business Plan preparations; Research into needs for Permanent Community Centre bid and options for its management – cont.
- Report with options and research to date prepared and presented to Full Council.
- Meetings and comms Town and Parish Councils – cont., to learn from their estates and open/green space governmental and financial management models – including: Cranbrook Town Council; Cambourne Town Council; Cottenham Parish Council.
- Meetings with: SCDC CDOs/Communities Team/New Build Teams re: Permanent Community Centre; Northstowe Hub re: community café options; Greenbelt re: Phase 1 open/green space management and resident drop-in/new bill; Urban & Civic re: verge and street furniture management options; Elite Sports re: Pavilion management; Plunkett re: community management model options.
- Defibrillator checks.
- PAT testing.

Market Management: 0.75 [Target: 0.60] ★

- Market re-launch November.
- Comms with traders; updates to spreadsheets with traders' contact information and traders' documents – cont.
- New A1 posters and banner; set up Instagram account to help promote the market.
- Visited various markets to engage with new traders.
- Started updating Risk Assessment market; started creation policy for charity stall holders.
- Started market monitoring data collation for evaluation purposes.

Engagement – Partnership and Community Engagement 0.10 FTE [Target: 0.15 FTE] ★

- Attended and/or fed into the following partnership meetings: Northstowe Delivery Group; Phase 1 Open Spaces Steering Group; Northstowe Town Hub Steering Group; Heritage Stakeholder group meeting; Northstowe Community Networkers.
- Responded to various queries from residents, businesses and partners via email; phone; social media; in person.

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

- Input into delivery of: Park Play; Community Lounge; Mobile Food Van – ongoing.
- Organised delivery of Christmas tree and decorations; light strings; Provided support for Switch-on event including comms; Risk assessment; stewarding; bins and Santa presence.
- Support provided for Remembrance Sunday ceremonies.

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

- Updated information on website - ongoing.
- Social media input – ongoing; current followers: Facebook: 1,202; X: 210 followers.
- New noticeboard(s) options – research started.

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

- 1st Nov.: Restart a Heart training (Clerk);
- 19th Nov.: SCDC Climate Conference (Assets & Estates Manager);
- 28th Nov.: SCDC Communities Offer Roadshow/Webinar (Deputy Clerk; Assets & Estates Manager);
- 26th Nov.: Get Grants- Networking session (Deputy Clerk).