

Northstowe Town Council - Report for: Full Council, Tue 20th December 2022

Item: 186/22-23

Report from: Town Clerk & Responsible Financial Officer

Reporting period: November 2022

Core Roles

- Prepared & administered x1 Full Council & x4 Committee meetings; implemented decisions made.
- Fed into motions and papers from Councillors and Working Groups – ongoing.
- 2022 Christmas Switch-On Working Group, input into: logistics Christmas tree and sorting out light strings; permissions landowners and electricity use; Action Plan updates; on-site meetings with Cllrs and partner organisations; drafting event management plan.
- Market Development Working Group, input into: draft Business Plan; staffing options and costs for next year's budget.
- Warm Hub Working Group, input into: meetings with SCDC officers; correspondence grant funder.
- Asset Transfer (Pavilion) WG, input into: initial discussions on options.

Law and Procedures

- Responded to Cllrs' queries on procedures and legal advice – ongoing.
- Meetings with Mayor and Deputy Mayor, re: strategic work.

Finance

- Internal audit.
- Drafted budget 23 – '24.
- Input queries grant scheme and input draft application.

Management

- Preparations recruitment Deputy Clerk; adverts and promotion.
- Promoted co-option option for new Councillor.

Engagement – Partnership and Community Engagement, and Event Management

- Attended Northstowe Delivery Group meeting.
- Discussions with SCDC Officers re: interim facility options; Warm Hub; Christmas event; defibrillator options; Kickstart Fund.
- Provided input for items in advance of meetings of: Phase 1 Open Spaces Steering Group.
- Meetings and discussions, including with: Northstowe Youth Hive; Romsey Mills; PCC Commissioner; Park Play.
- Remembrance Sunday ceremony– stewarding and helped coordinate Councillors' roles.
- Responded to 4 queries from residents.

Engagement - Communications

- 5 News Items added on website; updated website pages - ongoing.
- Social media, continued, gradual increase: Facebook: 722 followers; Twitter: 158 followers.
- Northstowe News column.

Training and Development

- CiLCA portfolio development; and organised deferral CiLCA portfolio.