

Northstowe Town Council - Report for: Full Council, Tue 19th December 2023
Item: 193/23-24, 'NTC Staff Report'

Reporting period: **November 2023**

Report from: Town Clerk.

Current staffing: Town Clerk & Responsible Financial Officer (1.0 FTE); Deputy Clerk (0.7 FTE).

★ = At or near target ★ = >50% variation against target time input

Core Roles (circa 0.55 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*] ★

- Accounting and banking – ongoing; Invoices market – cont.
- Further preps for '24-'25 budget.

Management (circa 0.15 FTE) [*target: 0.1 FTE*] ★

- Annual Performance Review meetings – Clerk with Chair of Personnel Committee; follow-ups.
- Research further office equipment: shredder and laminator.
- Organised PAT testing for all Council electrical equipment.
- Input into & development of Market Manager Job Description; Job Specification; and associated recruitment paperwork.
- Internal Audit held and fed into range of queries from auditor.

Law and Procedures (circa 0.1 FTE) [*target: 0.1 FTE*] ★

- Regular strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries on procedures and legal advice – ongoing.
- Dealing with queries raised which involved liaising with third parties on policies and protocols.
- Responded to 2 FOI requests.

Engagement – Event & Activities Management (circa 0.5 FTE) [*target: 0.15 FTE*] ★

- Input into work Market Development Working Group (0.25 FTE);
 - Correspondence with traders; customers; event management company - ongoing.
 - Meeting & regular comms with Working Group Lead.
 - Capture traders' data and their documentation – ongoing.
 - Promotional activities.
- Input into work Community Lounge Working Group (0.05 FTE)
 - Input Community Lounge activities proposals, development plans and targeting issues; purchasing refreshments - ongoing.
 - Input development Community Lounge WG Terms of Reference.
 - Correspondence and reporting to funder.
- Input into Park Play developments (0.05 FTE)
 - Input discussions re: promotional opportunities; further ParkPlay Leader and volunteer recruitment; addressing issues experienced.
 - Meeting with ParkPlay re: issues experienced and forward plans.
- Christmas Light Switch-On event/ other events (0.15 FTE):
 - Finalising plans for events; Risk Assessments; Events Management Plan; coordination partner organisations; promotional activities; stewarding and event management arrangements; music licence.
 - Arrangements for Christmas tree, including land use agreement with landowner; Risk Assessment. Sorting out Christmas light strings on The Green. Purchase items needed for event.
 - Helped arrange for additional Santa appearance; and other additions from community groups discussed.

- Remembrance Sunday service: Assistance stewarding; ensuring wreath and Cllrs' involvement.

Engagement – Partnership and Community Engagement (circa 0.10 FTE) [*target 0.15 FTE*] ★

- Joined external partnership meetings: Phase 1 Sports Pavilion Management Board; Community Centre Management Board; Northstowe Delivery Group; Northstowe Community Networkers.
- Various discussions with SCDC Officers, including re: ParkPlay; Community Lounge; market; updates on progress pavilion; logistics Community Centre.
- 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*] ★

- x8 news items added onto website; various updates to website pages – ongoing.
- Social media: ongoing, gradual growth: Facebook: 990 followers (+15); X: 195 followers (+1).
- Northstowe News column.

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

- CiLCA: some further work done on portfolio (Clerk).
- Scribe webinar – understanding markets, delivered by NABMA (Deputy Clerk)