

## **Northstowe Town Council**

**Report for: Full Council meeting, Wed 23<sup>rd</sup> February 2022**

**Item: 194/21-22 - Report from: Town Clerk & Responsible Financial Officer**

**Reporting period: January 2022**

### **Core Roles**

- Administered x1 Full Council meeting and x3 Committee meeting, and implemented decisions made.
- Held a number of meetings/discussions/correspondence with Committee Chairs/Vice-Chairs and individual Councillors.
- Helped organise an informal meeting amongst Councillors, to enable information exchange.

### **Law and Procedures**

- Further preparations for 5<sup>th</sup> May 2022 election procedures.
- Researched information following requests from Cllrs re: standing for elections.
- Created Casual Vacancy application form and associated promotion for NTC's co-option of Councillor vacancy arisen.
- Researched and responded to queries from Cllrs. on items re: pre-election restrictions; eligibility and other questions re: upcoming elections.
- Fed into and held meetings with partners to feed into Cllrs' preparations for motions, for: SCDC Business Team re: market development and new funding opportunity; HiHub community platform.
- Helped to ensure timely submission of NTC response to Northstowe 3A and 3B outline planning applications, and helped ensure NTC Cllr representation at SCDC Planning Committee meeting on Northstowe Phase 3A application.

### **Finance**

- Liaised with SCDC and passed precept request NTC for '22-'23.
- Ensured final pledged Christmas tree sponsorship was brought in.

### **Management**

- Set up further system settings and direct debit with employer's pension provider, and enabled set up of employee's online pension system.
- Held weekly strategic oversight meetings with Mayor and Deputy Mayor; and fortnightly meeting with SCDC Officer.
- Held monthly performance management meeting with Vice-Chair of Personnel Committee.
- Organised end-of-probationary meeting (held early Feb.) and drafted new employee's performance management objectives for coming year.
- Compiled overview business needs for meeting, office and storage space for input into input into SCDC decisions post-June 2022.

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

- Attended Phase 1 Open Spaces Steering Group meeting; Northstowe Heritage Facility Stakeholder Group. Also attended meeting with the Cambridgeshire Football Association, Living Sports, SCDC and others; and liaised with SCDC Community Development Officers.
- Northstowe Community Forum: presentation with Mayor on NTC achievements and future plans and elections coming up.

- Fed into information being compiled for Events and Markets Committee's Working Group on Queen's Platinum Jubilee Weekend celebrations, liaising with neighbouring parishes and with several community organisations in Northstowe.
- 12 residents' queries received and responded to - either received initially directly, or Clerk feeding into discussions stemming from queries initially received by other levels of Local Authorities or Agencies. Liaised with relevant bodies as appropriate.

### **Engagement - Communications**

- Website: News Items added: x3 published in January.
- Social media, continued, gradual increase - Facebook: Page likes growth from 473 at end of Dec 2021 to 585 at end of Jan 2022. Twitter: 6 new followers this month; total now 108.
- Northstowe News: column for Mar-Apr edition, liaised with Mayor in this; also included advert for upcoming May elections.
- Helped arrange BC Radio Cambs interview with Mayor and Deputy-Mayor (which took place early Feb.)

### **Training and Development**

- Worked on online CiLCA portfolio system through CAPALC and SLCC.
- Attended CAPALC meeting; SLCC Cambridgeshire branch meeting.
- 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.