

Northstowe Town Council - Report for: Full Council, Tue 28th January 2025

Item: 203/24-25, 'NTC Staff Report'

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

Staff capacity: 3.3 FTE – TC = Town Clerk & RFO (1 FTE); DC = Deputy Clerk (0.7 FTE); MM = Market Manager (0.6 FTE); EM = Assets & Estates Manager (1 FTE).

★ = [More or less] On target. ★ = Some deviation from target. ★ = Significant deviation from average target time input.

Core Roles (Lead: TC): 0.55 FTE [Target: 0.60 FTE] - TC: 0.35; DC: 0.20 ★

- 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 (Lead: TC): 0.20 FTE [Target: 0.25 FTE] - TC: 0.20 ★

- New budget 25-26 and precept setting – further preparations and drafts.
- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing outstanding payments – ongoing.
- S106 contribution: indemnity agreement and future timeline.

Law and Procedures (Lead: TC): 0.10 FTE [Target: 0.20 FTE] - TC: 0.10 ★

- Co-option procedures – cont.
- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

Management – Staff & General (Lead: TC): 0.25 FTE [Target: 0.20 FTE] – TC: 0.10; DC: 0.10; MM: 0.025; EM: 0.025

- Performance management meetings – ongoing. ★
- IT provision/support services - further work/ obtaining revised quotes.
- Meetings; training sessions with WorkNest/setting up systems – cont. Worknest employees Handbook

Assets and Estates Management (Lead: EM): 1.05 FTE [Target: 1.0 FTE] – EM: 0.925; TC: 0.075; DC: 0.05 ★




- Business Plan preparations for Unity Centre, including finances, operational management and staffing considerations.
- Research and Comms Town and Parish Councils including meeting with Longstanton Parish Council – cont., to learn from their estates/community centre and open/green space governmental models.
- Comms with Plunkett – cont.; also meetings with x2 commercial café operators.
- Several meetings with SCDC CDOs/Communities Team/New Build Teams re: Unity Centre.
- Engaging in other Northstowe matters (i.e., proposed fibre installs) – including meeting Greenbelt City Fibre (also with Cllr Mgaidia). Greenbelt re: Phase 1 open/green space management; also joined monthly site inspection visit.
- Defibrillator check. Regular Christmas tree and lights checks.
- Initial research into future noticeboards.

Market Management (Lead: MM): 0.725 [Target: 0.60] – MM: 0.55; DC: 0.125; TC: 0.05 ★

- Market delivery December market.
- Comms with traders; updates to spreadsheets with traders' contact information and traders' documents – cont.
- Visited various Christmas and other markets to engage with new traders – cont.
- Updating Risk Assessment market – cont.; policy for charity stall holders – cont.; monitoring and evaluation data collation
- market monitoring data collation for evaluation purposes -cont.

Engagement – Partnership and Community Engagement (Lead: TC/DC): 0.20 FTE [Target: 0.15 FTE] – DC: 0.1; TC: 0.05; EM: 0.05. ★

- Attended following partnership meetings: Cabin Management Board; Western Park Pavilion Management Board; Phase 1 Northstowe Open Space and Landscape Steering Group; Northstowe Community Forum. Also fed into following meetings: Social Value Steering Group; Northstowe Community Networkers. Meetings held with partners re: meanwhile use phase 2.
- Grant application from community group.
- Responded to queries from residents, businesses and partners via email; phone; social media; in person.

- Engagement – Event & Activities Management** (Lead: DC): 0.075 FTE [Target: 0.10 FTE] – DC: 0.025; TC: 0.05 
- Input into delivery of: Park Play; Community Lounge – data collation/reporting; Mobile Food Van – ongoing.
- Engagement – Communications** (Lead: DC): 0.10 FTE [Target: 0.10 FTE] – DC: 0.05; TC: 0.025; MM: 0.025 
- Updated information on website - ongoing.
 - Social media - ongoing; Facebook: 1.2 K; X: 203 followers (continuous decline, linked probably to people moving away from this platform); Instagram followers growing steadily.
 - Northstowe News column.
- Training and Development (Lead/managing: TC):** 0.05 FTE [Target: 0.10 FTE] – TC: 0.025; DC: 0.025 
- TC: SLCC Cambridgeshire branch meeting/AGM
 - DC: general research various topics