

Core Roles

- Prepared & administered x1 Full Council & x2 Committee meetings; implemented decisions made.
- Fed into motions and papers from Councillors and Working Groups – ongoing.
- Market Development Working Group, input into: draft Business Plan; financial plan; staffing options; logistics etc for three winter market events; various.
- Warm Hub Working Group, input into: logistics; paperwork needs; various.

Law and Procedures

- Responded to Cllrs' queries on procedures and legal advice – ongoing.
- Regular strategic work discussions with Mayor and Deputy Mayor.
- Drafted Safeguarding Policy.

Finance

- Finalised budget and precept proposals for 23 – '24.

Management

- Recruitment Deputy Clerk: further promotion; responses to queries; extension application window.

Engagement – Partnership and Community Engagement, and Event Management

- Attended Northstowe Delivery Group meeting.
- 2022 Christmas Switch-On Working Group, input into: final logistics and paperwork (including Risk Assessment; event management plan; stewarding information, signage); contacts with partner organisations; stewarding on day and clean up; hanging up light strings; regular checks tree and light strings throughout the month; dealing with Christmas tree vandalism situation.
- Discussions with SCDC Officers re: Warm Hub; defibrillator; various other items.
- Provided input for items in advance of meetings of e.g. Phase 1 Open Spaces Steering Group.
- Responded to 6 queries from residents.

Engagement - Communications

- 3 News Items added on website; ongoing updates to website pages.
- Social media: gradual increase: Facebook: 750 followers (+32); Twitter: 161 followers (+3).

Training and Development

- None this month.