

Northstowe Town Council - Report for: Full Council, Tue 30th January 2024

Item: 212/23-24, 'NTC Staff Report'

Reporting period: **December 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 & x3 Committee meetings.
- Fed into proposals and draft papers from Councillors and Working Groups – ongoing.

Finance (circa 0.30 FTE) [target: 0.20 FTE] ★

- Preparations for '24-'25 budget and precept options to be considered.
- Accounting & banking – ongoing.

Management (circa 0.10 FTE) [target: 0.10 FTE] ★

- Finalising Market Manager recruitment paperwork; recruitment promotion.
- Motion Paper for Shredder and Laminator purchase.
- Training options researched and considered.

Law and Procedures (circa 0.05 FTE) [target: 0.10 FTE] ★

- Regular strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries and third parties re: procedures and legal advice - ongoing.

Engagement – Event & Activities Management (circa 0.35 FTE) [target: 0.15 FTE] ★

- Input into work related to weekly markets (0.25 FTE);
 - Correspondence with traders; customers; event management company - ongoing.
 - Communications with Market Development Working Group Lead & Cllrs; volunteers - ongoing.
 - Capture traders' data and their documentation – ongoing.
 - Promotional activities – ongoing.
 - Contacts other market managers.
 - Updating draft Terms and Conditions for market traders.
- Input into work related to Northstowe Community Lounge (0.05 FTE)
 - Input Community Lounge activities proposals, development plans; issues arising; purchasing refreshments - ongoing.
 - Input development Community Lounge Working Group Terms of Reference – cont.
 - Correspondence and reporting to funder.
- Input into work related to Park Play delivery (0.05 FTE)
 - Input discussions/ meetings re: promotional opportunities and marketing plans; further ParkPlay Leader and volunteer recruitment needs; addressing issues experienced; forward plans.
- Christmas tree
 - Regular safety checks on tree; reporting on issues.

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

- Joined external partnership meetings: Community Centre Management Board.
- Regular comms with SCDC Officers, including re: ParkPlay; Community Lounge; market; progress pavilion.
- Meetings held with: Greenbelt representatives; Longstanton Parish Council Clerk; Northstowe Youth Hive representatives; joined centenary launch networking event Cambridgeshire ACRE.
- Responded to a range of queries from residents via email; phone; social media; in person.

Engagement – Communications (circa 0.05 FTE) [target: 0.10 FTE] ★

- x4 news items added onto website; updates to website pages – ongoing.

- Social media: ongoing, gradual growth on Facebook – now 1,000+ followers; X: 193 followers (-2).
- Northstowe News column, for Feb-Mar edition.

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

- CiLCA: Further work done on portfolio (Clerk).
- SLCC branch meeting in Cottenham including training on website accessibility (Clerk).
- Excel course SLCC; Webinar New Clerks (Deputy Clerk).