

Northstowe Town Council

Report for: Full Council, Wed 30th March 2022

Item: 215/21-22 - Report from: Town Clerk & Responsible Financial Officer

Reporting period: February 2022

Core Roles

- Administered x1 Full Council meeting and x4 Committee meetings, and implemented decisions made.
- Organised with Mayor agenda and speakers for Annual Town Meeting in March.
- Held various meetings/discussions with Committee Chairs/Vice-Chairs and Councillors.

Law and Procedures

- Managed co-option procedures and liaised with prospective candidates; and started off induction procedures thereafter with co-opted Councillor.
- Further preparations for election procedures towards the 5th May elections, and shared information with Cllrs and into community.
- Drafted NTC Grant Awarding Policy, with associated Grant Application form.
- Helped ensure NTC Cllr representation at SCDC Planning Committee meeting on Northstowe Phase 3B outline application.

Finance

- Arranged Q3 financial checks, and followed-up on procedural changes needed.
- Sorted out pension contribution payments - retrospective payment needs.
- Started looking into requirements for end-of-year accounting, internal and external auditing and AGAR procedures.
- Liaised with accounting system company Scribe, for AGAR preps and setting improvements on online accounting system.

Management

- Held weekly strategic oversight meetings with Mayor and Deputy Mayor.
- Created end-of-probation staff appraisal form; held end-of-probationary meeting; and drafted employee's performance management objectives for coming year.

Engagement – Partnership and Community Engagement, and Event Management

- Assisted the Market Development Working Group in launching the Market survey, and liaised with SCDC's Business Team where needed.
- Started promotion Town Council elections on website; social media; posters.
- Held fortnightly meeting with key SCDC Officer, Community Team, including discussions around potential future asset transfer for Pavilion and Western Park; and meeting with SCDC Officer- Strategic Lead for Northstowe.
- Liaised with SCDC Community Development Officers regarding input new Welcome Packs; and events planning spring and summer.
- Attended meetings with Homes England (x2); Park Play.
- Continued feeding into work of the Events and Markets Committee's Jubilee Working Group, with additional information as and when relevant or needed.
- 10 community queries received and responded to - either received 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: x2 published in February.

- Social media, continued increase - Facebook: Page likes growth from 585 at end of Jan 2022 to 632 at end of Feb 2022. Twitter: 7 new followers this month; total now 115.

Training and Development

- Continued worked on online CiLCA portfolio system through CAPALC and SLCC.
- Attended CAPALC training: webinar accounting end of year (provided by Rialtas).
- Attended CAPALC monthly meeting.
- Ongoing - research of legal and practical information resources through membership SLCC, NALC and CAPALC, and presenting advice, responding to any Cllrs' queries.