

Northstowe Town Council - Report for: Full Council, Tue 25th February 2025

Item: 231/24-25, 'NTC Staff Report'


Reporting period: **JANUARY 2025**. Report from: Town Clerk.

Staff capacity: 3.3 FTE – TC = Town Clerk & RFO (1.0 FTE); DC = Deputy Clerk (0.7 FTE); MM = Market Manager (0.6 FTE); EM = Assets & Estates Manager (1.0 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: 0.30; DC: 0.25 


- Prepared, administered and follow-ups for x1 Full Council & x3 Committee meetings, including pre-discussions with Chairs/Vice-Chairs, where relevant.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.

Finance (Lead: TC): 0.25 FTE [Target: 0.25 FTE] - TC: 0.25 


- Budget 25-26 and precept setting 2025-26 – further preps.
- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing outstanding payments – ongoing.

Law and Procedures (Lead: TC): 0.20 FTE [Target: 0.20 FTE] - TC: 0.1; DC: 0.1 


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

Management – Staff & General (Lead: TC): 0.15 FTE [Target: 0.20 FTE] – TC: 0.05; DC: 0.1 

- Performance management meetings – ongoing.
- IT services; HR services – ongoing input towards further implementations.

Assets and Estates Management (Lead: EM): 1.10 FTE [Target: 1.0 FTE] – EM: 0.95; TC: 0.15 


- Initial Business Plan for Unity Centre, including finances, operational management and staffing considerations – cont.
- Communications/discussions/meetings with NTC Cllrs as well as SCDC CDOs/Communities Team/New Build Teams re: Unity Centre Business plan and financial predictions.
- Defibrillator checks.

Market Management (Lead: MM): 0.75 [Target: 0.60] – MM: 0.6; DC: 0.1; TC: 0.05 


- Comms with traders; updates to spreadsheets with traders' contact information and traders' documents – cont.; meetings new stallholders.
- Updating Risk Assessment market – cont.; policy for charity stall holders – cont.; monitoring and evaluation data collation; considering options for market improvements over next six months & drafting marketing plan.

Engagement – Partnership and Community Engagement (Lead: TC/DC): 0.175 FTE [Target: 0.15 FTE] – TC:  0.05; DC: 0.075; EM: 0.05.

- Attended following partnership meetings: Town Centre Steering Group; Northstowe & Longstanton Heritage Stakeholder Group; Northstowe Community Networkers; Phase 1 Northstowe Open Space and Landscape Steering Group; Meanwhile Use Delivery Group;
- Input draft grant application proposal from community group.
- Responded to queries from residents, businesses and partners via email; phone; social media; in person.

Engagement – Event & Activities Management (Lead: DC): 0.05 FTE [Target: 0.10 FTE] – DC: 0.025; TC: 0.025 

- Input into delivery of: Park Play; Community Lounge – data collation/reporting; purchase of refreshments and materials for activities; Mobile Food Van – ongoing, including meeting regarding monitoring data.

Engagement – Communications (Lead: DC): 0.075 FTE [Target: 0.10 FTE] – DC: 0.05; TC: 0.025 

- Updated information on website - ongoing.
- Social media – ongoing input; Facebook: 1.2 K; X: 204 followers; Instagram: 36 followers.

Training and Development (Lead/managing: TC): 0.00 FTE [Target: 0.10 FTE] 

None this month