

**Northstowe Town Council - Report for: Full Council, Tue 27<sup>th</sup> February 2024**

**Item: 232/23-24, 'NTC Staff Report'**

Reporting period: **January 2024**

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 0.50 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 0.20 FTE) [target: 0.20 FTE] ★

- Accounting & banking – ongoing.
- Getting up-to-date on invoicing for market; chasing overdue payments.
- Submission precept request to SCDC following budget approval.

**Management** (circa 0.15 FTE) [target: 0.10 FTE] ★

- Market Manager recruitment: further promotion; input queries; paperwork preparation; interviews and follow-ups.
- Preparations for additional member of staff in office: equipment needs; logistics considered.
- HR work re e.g., performance management; annual leave; contract changes.

**Law and Procedures** (circa 0.15 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.
- Looking into policy development needs; started drafting training and development policy.
- Liaising with partners re: sensitive case work.

**Engagement – Event & Activities Management** (circa 0.40 FTE) [target: 0.15 FTE] ★

- Input into work related to weekly & monthly markets (0.30 FTE):
  - Correspondence with traders; customers; event management company; Market Development Working Group Lead & Cllrs - ongoing.
  - Capture traders' data and their documentation – ongoing.
  - Promotional activities – ongoing; Purchasing items for market – blackboard
  - Checks on paperwork traders and chasing traders for their up-to-date Public Liability Insurance documentation; licensing docs; risk assessments
  - Sent around finalised Terms and Conditions for market traders to sign.
  - Research into options locations banners, including discussions with SCDC and Homes England as landowners.
  - Preparations for hand-over to Market Manager: files; action plan.
- Input into work related to delivery of Park Play; Community Lounge; Events (0.10 FTE):
  - Input into ParkPlay – relaunch plans; changes in ParkPlay Leaders and recruitment needs; financial and marketing options and plans.
  - Input into Community Lounge: activities proposals; queries and issues arising; communications with funder.
  - Follow-ups Christmas Switch-on: evaluation data collation; communications with partners about options for 2024.

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

- Joined external partnership meetings: Northstowe Delivery Group; Northstowe Community Networkers; Northstowe Community Forum.
- Meetings/ discussions held with: SCDC CDOs; Romsey Mill; ParkPlay; ParkPlay Leader; RSPB (Fen Drayton Lakes); meeting partners for planning for Summer Solstice and Christmas events.

- 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*] ★

- X5 news items added onto website; various updates to website pages – ongoing.
- Social media: ongoing, gradual growth on Facebook –1,000+ followers; X: 197 followers (+4).

**Training and Development** (circa 0.10 FTE) [*target: 0.15 FTE*] ★

- Clerk: CiLCA - Further work done on portfolio.
- Deputy Clerk: Canva training.