

Northstowe Town Council - Report for: Full Council, Tue 28th February 2023

Item: 232/22-23

Report from: Town Clerk & Responsible Financial Officer

Reporting period: January 2023

Core Roles

- Prepared & administered x 1 Full Council & x 4 Committee meetings; implemented decisions.
- Fed into motions and papers from Councillors and Working Groups – ongoing.
- Market Development Working Group, input into: documents being drafted, and discussions around: staffing needs; logistics; market space needs; fees charging; and VAT.
- Warm Hub Working Group, input into: meeting with funder CACRE; logistics; paperwork needs, and discussions around: health and safety; volunteer management; activities.

Law and Procedures

- Responded to Cllrs' queries on procedures and legal advice – ongoing.
- Regular strategic work discussions with Mayor and Deputy Mayor.
- ; Created Template Subject Access Request Form; x 1 Data Access Request responded to.

Finance

- Precept set with SCDC.

Management

- Recruitment Deputy Clerk: managed interview processes and prepared all paperwork, and managed Interview Panel communications; follow-ups and paperwork preparations for contractual arrangements.
- Arranging meeting room space hire period Feb – May 2023

Engagement – Partnership and Community Engagement, and Event Management

- Attended Northstowe Community Forum
- Discussions with SCDC Officers and community group representatives re: Warm Hub; interim community facility; pavilion.
- Provided input for items in advance of meeting of Phase 1 Open Spaces Steering Group.
- Warm Hub: purchasing provisions; input Risk Assessment and other key paperwork re: volunteer rotas, data protection and ; creation information file for volunteers.
- Winter Markets: input promotion; paperwork; set up dedicated market email; invoices sent to traders; input numerous information requests potential traders and from residents;
- Defibrillator: follow ups on registration and other key paperwork and management needs, and on-site checks.
- Trees project: liaised with Pathfinder primary school, Pathfinder Church and relevant Councillor to find location for six free trees.
- Responded to 12 queries from residents.

Engagement - Communications

- x5 News Items added on website; ongoing updates to website pages; Northstowe News column.
- Social media: ongoing gradual growth: Facebook: 775 followers (+25); Twitter: 169 followers (+8).

Training and Development

- None this month.