

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

Item: 254/22-23

Report from: Town Clerk & Responsible Financial Officer

Reporting period: February 2023

Core Roles

- Prepared & administered x 1 Full Council & x 1 Committee meetings; implemented decisions.
- Fed into motions and papers from Councillors and Working Groups – ongoing.
- Market Development Working Group, input into: documents being drafted; logistics and queries.
- Warm Hub Working Group, input into: liaisons with funder; reports/monitoring data to funder; logistics; buying supplies; promotion.
- Asset Transfer (Pavilion) Working Group: input into: discussions on options; meeting with clerk R. Hughes re: pavilion management options.

Law and Procedures

- Responded to Cllrs' queries on procedures and legal advice – ongoing.
- Regular strategic work discussions with Mayor and Deputy Mayor.
- Developed a Motion Paper template.

Finance

- Updated overview annual cycle of Council's core costs – renewals & membership subscriptions.

Management

- Recruitment Deputy Clerk: managed second interview process and associated paperwork and contractual arrangements.
- Drafted 5-year staffing structure proposal.
- Discussed potential for NTC input into temporary community's facility Management Board and started negotiations around potential NTC office hire at the new temporary community facility.

Engagement – Partnership and Community Engagement, and Event Management

- Discussions with SCDC Officers and community group representatives re: defibrillator; Warm Hub; interim community facility.
- Liaisons with other partners, including: Youth development worker; Park Play; Greenbelt - input into e.g. need for license agreements for The Green and Western Park (for: market and ParkPlay) and dog management discussions.
- Joined: Northstowe Delivery Board meeting; Northstowe Community Networkers meeting; Phase 1 Open Spaces Steering Group meeting; Provided input for items in advance of meetings of Phase 1 Open Spaces Steering Group.
- Input query NTC grant scheme.
- Responded to 6 queries from residents.
- Winter Market events: processed invoices to traders; information requests potential traders and from residents.

Engagement - Communications

- X2 News Items added on website; ongoing updates to website pages; Northstowe News column.
- Social media: ongoing gradual growth: Facebook: 789 followers (+14); Twitter: 179 followers (+10).

Training and Development

- Some CiLCA portfolio development.