

Northstowe Town Council - Report for: Full Council, Tue 26th March 2024

Item: 257/23-24, 'NTC Staff Report'

Reporting period: **FEBRUARY 2024**

Report from: Town Clerk.

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 0.60 FTE) [target: 0.75 FTE] ★

- Prepared, administered and follow-ups for x1 Full Council & x2 Committee meetings.
- Fed into queries and draft proposals from Councillors and Working Groups – ongoing.
- Prepared tendering document verge cutting B1050 and associated paperwork for FC meeting; researched grass maintenance companies.
- Updated for Personnel Committee: draft 5-year staffing plan; prioritisation plan.

Finance (circa 0.15 FTE) [target: 0.20 FTE] ★

- Chasing overdue payments market traders – cont.
- Accounting & banking tasks – ongoing.
- Overview of annual subscriptions/memberships information updated.

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

- Market Manager recruitment: follow-ups from offer; contract preparations.
- Preparations for additional member of staff in office – cont.; research equipment options, logistics and other preparations for new member of staff.
- Performance management data gathering – ongoing.
- Research into implications Martyn's Law.
- Printer Wi-Fi connection improved; worked with SCDC on options for additional desks and chairs.

Law and Procedures (circa 0.10 FTE) [target: 0.10 FTE] ★

- Regular strategic work discussions with Mayor and Deputy Mayor.
- Responded to various Cllrs' queries re: procedures and legal advice - ongoing.

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

- Input into work related to weekly & monthly markets (0.30 FTE): checks on data on systems and chasing traders for data - Updated spreadsheets with traders' contact information; traders' PLI, RAs and Food Hygiene documents. Various potential traders discussions and responding to various market enquiries; preparations for new member of staff: market work streams overview finalised.
- Input into work related to development and delivery of Park Play; Community Lounge; events (0.10 FTE): Purchase refreshments and materials for activities Community Lounge; input towards relaunch plans ParkPlay.

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

- Joined external partnership meetings: Northstowe Youth Partnership; Homes England Quarterly Parish meeting; Community Centre Board; Northstowe Support Partnership; Pavilion Board; Northstowe Delivery Group.
- Meetings/ discussions held with: SCDC CDOs/Communities Team lead/team; ParkPlay; ParkPlay Leader; various partners re: Christmas plans. Meeting SCDC and clerks from SLCC Cambs branch re: communications SCDC with parishes.
- Responded to a range of queries from residents via email; phone; social media; in person. X1 FOI request responded to.

Engagement – Communications (circa 0.05 FTE) [target: 0.10 FTE] ★

- X6 news items added onto website; updates to website pages – ongoing.
- Social media: ongoing growth; Facebook: 1,052 followers (+30); X: 205 followers (+8).
- Northstowe News column.

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

- Clerk: CiLCA - Further work done on portfolio.
- Deputy Clerk: CAPALC - Drop in Session for Clerks – HR training; Scribe course 'Agendas, Summons and Minutes'; SLCC course 'Engaging with the Community'.