




Northstowe Town Council - Report for: Full Council, Tue 28th May 2024

Item: 41/24-25, 'NTC Staff Report'

Reporting period: **APRIL 2024**. Report from: Town Clerk.

Staff capacity: 2.3FTE - Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE); Market Manager (0.6 FTE).

 = More or less on target  = Some deviation from target  = Significant deviation from target time input

Core Roles: circa 0.65 FTE [*target: 0.70 FTE*]

- Prepared, administered and follow-ups for x1 Full Council & x3 Committee meetings.
- Preparations for Annual Town Meeting; collated presentations NTC and partners.
- Fed into queries and draft proposals from Councillors and Working Groups – ongoing.
- Started discussions re: options next Civic Year schedule.

Finance: circa 0.25 FTE [*target: 0.25 FTE*]

- Procedures for End-of-year accounting checks and new budget starting up (HMRC; Scribe).
- Finance data on [Accounts](#) on NTC website updated.
- VAT 126 claim to HMRC.
- Insurance renewal checks.
- PowerPoint RFO accounting 23-24 overview for Annual town Meeting.
- Accounting & banking tasks – ongoing.

Law and Procedures: circa 0.05 FTE [*target: 0.15 FTE*]

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

Management: circa 0.10 FTE [*target: 0.10 FTE*]

- Market Manager – discussions re: job work streams, priorities and actions for probationary period.
- Performance management – feeding into progress data recording staff.
- Dealing with follow-ups re: resignation Market Manager.
- Defib checks and online reporting updates.

Market Management: circa 0.90 FTE [*target: 0.60 FTE*]

- Updates to spreadsheets with traders' contact information and traders' PLI, RAs and Food Hygiene documents, including chasing traders for information – ongoing.
- Researching, contacting and finding new traders – in total in March and April 13 new traders brought in.
- Responding to range of traders' enquiries – ongoing.
- Dealing with issues including mediating for trader damage to landowner property.
- Land use agreements with SCDC and Greenbelt updated and returned.
- Development of Lone Working protocol for Market Manager – cont.
- Updating Risk Assessment for market – cont.
- Registration Market Manager with NABMA; enquiring registration with NMTF.
- Volunteer management taken on by Market Manager, for monthly market tasks management.
- Updated Terms and Conditions for traders, re: option to trade from vans in bad weather conditions.
- Drafted policy for regular charity stalls involvement in market.
- Created market section on website with standardised information for traders and customers.
- Market A5 leaflet updated and printed, for distribution at market and via traders.
- Various discussions re development opportunities market including layout; health and safety aspects; promotional materials; attracting basic and other traders.
- Meeting with partners including: K. Southwood, Business Development SCDC re: market development and options/projects/funding working together; Northstowe Hub re: cooperation on third parties including charities, and market layout vs tables and chairs for community café; Homes England re: meanwhile use and market hall and cooperation with NTC on market.

Engagement – Partnership and Community Engagement (circa 0.10 FTE) [*target: 0.15 FTE*]

- Attended external partnership meetings: Temporary Community Centre Board meeting.
- meeting with consultants for Homes England re their plans for Meanwhile Use and Market Hall in relation to Town Council's market ambitions

- Meetings/discussions held with: SCDC CDOs/Communities Team lead/team, including re: new Homes England grant scheme; Options Management Permanent Community Centre; Cllrs.' input into external partnerships
- Responded to a queries from residents via email; phone; social media; in person.

Engagement – Event & Activities Management : circa 0.05 FTE [*target: 0.10 FTE*] ★

- Input into work related to development and delivery/queries of Park Play; Community Lounge (including refreshments purchase); events. – including input re: Christmas Switch-on plans 2024 for Community Networkers meeting.

Engagement – Communications: circa 0.10 FTE [*target: 0.10 FTE*] ★

- Northstowe News column for June-July edition.
- X4 news items added to website; updates to website pages – ongoing.
- Social media: steady, slow growth: Facebook: 1,113 followers (+28); X: 217 followers (+3).

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

- Clerk: CiLCA – Further work towards completion of portfolio.