

## Northstowe Town Council - Report for: Full Council, Tue 23<sup>rd</sup> May 2023

Item: 55/23-24

Report from: **Town Clerk & Responsible Financial Officer**

Reporting period: **April 2023**

### Core Roles

- Prepared & administered x1 Full Council, x1 Extraordinary Full Council & x1 Committee meetings.
- Prepared and administered Annual Town Meeting; created slides finances '22-'23 for presentation and worked with Cllrs and partners for their presentations.
- Fed into various motions and papers from Councillors and Working Groups – ongoing.
- Market Development Working Group, input into: various queries and correspondence; draft motions Market Dev WG; joined meeting with SAG and Cllr Bros Sabria re market on Green and license need and related items; purchased equipment for market: hi-vis vests; signage.
- Warm Hub Working Group, input into: Meeting Cllrs Delip and Benedicic re Warm Hub motion for extraordinary FC meeting; liaisons with funder; supported promotion; bought further supplies for Warm Hub
- Asset Transfer (Pavilion) Working Group: input into: first draft Asset Transfer Business Plan template; various discussions on options asset transfer and steps to be taken; meeting SCDC officer exploring SCDC – NTC relation options re: pavilion transfer.

### Law and Procedures

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

### Finance

- End-of-year accounting procedures; setting up new financial year on accounting and HMRC online systems.
- Quarterly financial checks '22-'23 Q3 & 4 carried out.
- Putting budgeting '23-'24 information onto the Town Council website.

### Management

- Organised various practicalities & logistics for start of work Deputy Clerk, including Action Plan for first few months for induction purposes.
- Research Microsoft 365 options.
- Meeting and liaisons with SCDC officers re: temporary community centre NTC office arrangements.
- Arranged temporary office space for May and June.

### Engagement – Partnership and Community Engagement, and Event Management

- Park Play: meeting Park Play, Living Sport and SCDC; promotion.
- Feeding into implementation phase of one of the Town Council grantees' project.
- Responded to x4 queries from residents, plus input into questions social media and re: market.
- Meeting with SCDC and Cambs FC about potential football use of Western Park pitches.

### Engagement - Communications

- X3 News Items added onto website; ongoing updates to website pages – various.
- Social media: ongoing gradual growth: Facebook: 824 followers (+23); Twitter: 187 followers (+2).

### Training and Development

- None this month