

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




Item: 59/24-25, 'NTC Staff Report'


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

Staff capacity:

Until 12th May: 2.3FTE - Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE); Market Manager (0.6 FTE).

From 13th May: 1.7 FTE - Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE)

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

Core Roles: 0.65 FTE; after 12th: 0.60 FTE [Target: 0.70 FTE] 

- Prepared, administered and follow-ups for x1 Full Council (Annual Meeting of the Town Council) & x1 Committee meetings.
- Fed into queries and draft proposals from Councillors and Working Groups – ongoing.

Finance: 0.25 FTE [Target: 0.25 FTE] 

- Finalised end-of-year accounting & setting up new financial year on Scribe.
- Input and assistance at End-of-Year Internal Audit carried out by CAPALC.
- Caught up on market pitch fees invoicing and chasing non-payments.
- Accounting & banking tasks – ongoing.

Law and Procedures: 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.
- Review of policies update needs; Standing Orders update.

Management: 0.10 FTE [Target: 0.10 FTE] 

- Follow-ups re: resignation Market Manager – cont.; considerations options re-recruitment Market Manager; paperwork for recruitment.
- Asset Register updated.
- Storage office and shed at Cabin reorganised.
- Performance management monitoring data upkeep – ongoing.

Market Management: 0.85 FTE; after 12th: 0.35 FTE [Target: 0.60 FTE; after 12th: 0.10 FTE] 

- Updates to spreadsheets with traders' contact information and traders' PLI, RAs and Food Hygiene documents, including chasing traders for information – ongoing.
- Responding to range of traders' enquiries – ongoing.
- Researching, contacting and finding new traders – ongoing.
- Exploration of options and conversations with partners and individuals re: alternative (interim) market management delivery options.

Engagement – Event & Activities Management: 0.05 FTE [Target: 0.10 FTE; after 12th: 0.05 FTE] 

- Input into work related to development and delivery/queries of Park Play; Community Lounge (including refreshments purchase).

Engagement – Partnership and Community Engagement 0.10 FTE [Target: 0.15 FTE] 

- Attended external partnership meetings: Temporary Community Centre Board meetings (x2); Pavilion Board meeting.
- Meeting with Homes England and their consultants re: Town Centre Strategy adaptation proposals.
- Meetings/discussions held with: SCDC CDOs/Communities Team/New Build Team re: Management Permanent Community Centre; ParkPlay; market.
- Responded to queries from residents via email; phone; social media; in person.

Engagement – Communications: 0.10 FTE [Target: 0.10 FTE] 

- x6 news items added to website; various updates to website pages – ongoing.
- Social media – ongoing; Facebook: 1,128 followers (+15); X: 214 followers (-3).

Training and Development: 0.15 FTE; after 12th: 0.10 FTE [Target: 0.15 FTE] 

- Clerk: CiLCA portfolio finalised; obtained CiLCA qualification on 14th May 2024.
- Deputy Clerk: SLCC – 'Clerk – The Knowledge' training course.