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).

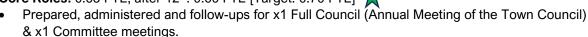
From 13th May: 1.7 FTE - Town Clerk & RFO (1.0 FTE); Deputy Clerk (0.7 FTE)





= 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]



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 gueries 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.