

**Northstowe Town Council. Report for: Full Council, Tue 24<sup>th</sup> June 2025, 65/25-26/FC, 'NTC Staff Report'.**

**Reporting period: May 2025.** Report compiled by: Town Clerk.

Staff capacity: Until 6<sup>th</sup> May: 2.7 FTE – Town Clerk & RFO (TC; 1.0 FTE); Deputy Clerk (DC; 0.7 FTE); Assets & Estates Manager (EM; 1.0 FTE). From 11<sup>th</sup> March: 1.7 FTE (no Assets & Estates Manager).

★ = [More or less] On target. ★ = Some deviation from target. ★ = Significant deviation from average target time input.  
NB: Target = amount of time within available capacity.

**Core Roles** (Lead: TC): 0.55 FTE [Target: 0.55 FTE]

- Prepared & administered x1 Full Council (Annual Meeting of the Town Council) & x3 Committee meetings; follow-ups; planning consultation submissions. ★
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing. ★
- Induction new Cllr – cont.

**Finance** (Lead: TC): 0.20 FTE [Target: 0.25 FTE] ★

- Internal audit.
- AGAR paperwork.
- Accounting, banking, HMRC/PAYE/pension tasks – ongoing.

**Law and Procedures** (Lead: TC): 0.25 FTE [Target: 0.30 FTE] ★

- Development/ updates of policies & protocols: updates to: Financial Regulations; Scheme of Delegation; Terms of Reference; Standing Orders; Risk Management Pla. Input into draft Training and Development Policy; Employment Contract; Annual Leave Policy; other HR policies; HR Handbook; Sexual Harassment paperwork; drafted Granting of Dispensation Policy and associated form.
- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

**Management – Staff & General** (Lead: TC): 0.10 FTE [Target: 0.10 FTE] ★

- Staff workstream planning & performance management- ongoing.
- IT and HR services: further improvements - ongoing.
- Assets and Estates Manager re-recruitment options considered.

**Assets and Estates Management** (Lead: EM): 1.10 FTE [target: 1.0 FTE]. After 6<sup>th</sup> May: 0.15 FTE [Target: 0.05 FTE]

- Drafting response to SCDC requests for clarification re: Unity Centre Business Plan submission; co-operating with Cllrs for input and ToR drafting.
- Further discussions SCDC & other partners including various current and potential future users – cont. ★
- Defibrillator check.

**Market Management** (Lead: DC): 0.25 FTE [Target: 0.10 FTE] ★

- Various comms with traders; updates to spreadsheets with traders' data and traders' documentation – cont.
- Meetings Phoenix to get additional market support going. Seeking traders.
- Market pitch fees invoicing / chasing outstanding payments – ongoing

**Engagement – Partnership Engagement** (Lead: TC): 0.05 FTE [Target: 0.1 FTE] ★

- Partnership meetings: none attended this month; but fed information for various partnership meetings.

**Engagement –Community Engagement** (Lead: DC): 0.05 FTE [Target: 0.1 FTE] ★

- Responded to queries from residents, businesses and partners via email; phone; social media; in person.
- Input draft grant applications and queries.

**Engagement – Event & Activities Management** (Lead: DC): 0.05 FTE [Target: 0.05 FTE] ★

- Input into delivery and M&E data collection for: Park Play; Community Lounge (e.g. purchases items; new grant; and refreshments; Hope CIC Mobile Food Van (new user agreement; user data collation) – ongoing.

**Engagement – Communications** (Lead: DC): 0.05 FTE [Target: 0.05 FTE] ★

- Updated information on website - ongoing.
- Social media – ongoing input; Facebook; X; Instagram.
- Northstowe News column.
- Promotion co-option; market; Assets & Estates Manager position.

**Training and Development** (Lead: TC): 0 FTE [Target: 0.05 FTE] ★

- None this month.