

**Northstowe Town Council. Report for: Full Council, Tue 27th May 2025, 43/25-26/FC, 'NTC Staff Report'.**

**Reporting period: March and April 2025.** Report from: Town Clerk.

Staff capacity: Until 10<sup>th</sup> March: 3.3 FTE – Town Clerk & RFO (TC; 1.0 FTE); Deputy Clerk (DC; 0.7 FTE); Market Manager (MM; 0.6FTE); Assets & Estates Manager (EM; 1.0 FTE). From 11<sup>th</sup> March: 2.7 FTE (no Market 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): 0.60 FTE [Target: 0.55 FTE]

- Prepared and administered x2 Full Council (incl. x1 extraordinary) & x5 Committee meetings (incl. x1 extraordinary). Follow-ups and planning consultation submissions. ★
- Annual Town Meeting.
- Preparations for Annual Meeting of the Town Council, including new meeting schedule.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.
- Preparations and follow-ups co-option; induction new Cllr.

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

- End-of-year accounting, and new financial year set up.
- Accounting, banking, HMRC/PAYE/pension tasks – ongoing.
- Preparations for internal audit and AGAR.
- Market pitch fees invoicing / chasing outstanding payments – ongoing.
- Insurance quotes.

**Law and Procedures** (Lead: TC): 0.10 FTE [Target: 0.30 FTE] ★

- Development/ updates of policies & protocols
- Strategic work discussions with Mayor and Deputy Mayor.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

**Management – Staff & General** (Lead: TC): 0.20 FTE [Target: 0.10 FTE] ★

- Performance management meetings with staff members; staff workstream planning – ongoing.
- Email and IT migration management; IT services issues addressing including security arrangements updates.
- HR services: further implementation and input HR Handbook - ongoing; research; access arrangements and online portal updates.
- Market Manager re-recruitment considerations.
- Alternative market delivery options appraisal; obtaining quotes from providers.

**Assets and Estates Management** (Lead: EM): 1.20 FTE [Target: 1.05 FTE] ★

- Business Plan for Unity Centre finalisation; preparation of updates and new supporting documents including drafting lease agreements. Further research re: VAT; insurance; community centres; various
- Further workshops input sought from Town Councillors re: Business Plan development.
- Discussions SCDC & other partners including various current and potential future users – cont.
- B1050 verge inspection and contacting partner organisations for repairs etc.
- Verge maintenance contract awarded and follow-ups.
- Defibrillator checks.
- Asset Register update.

**Market Management** (Lead: MM): [Until 10<sup>th</sup> March: 0.75 FTE]; since then: 0.15 FTE [Target: 0.60; then: 0.1 FTE]

- Comms with traders; updates to spreadsheets with traders' contact information and traders' documents – cont.
- Market day delivery.
- Seeking new traders. ★
- New land use agreements SCDC and Greenbelt.
- Service level agreement additional market support services.

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

- Attended partnership meetings: Phase 1 Northstowe Open Space and Landscape Steering Group; Northstowe Delivery Group; Northstowe Community Networkers. Fed into items 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).

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

- Updated information on website - ongoing.
- Social media – ongoing input; Facebook; X; Instagram.
- Social media campaign re: Unity Centre Business Plan submission.
- Northstowe News column.

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

- IT 365 Fundamentals.
- VAT training.
- Research as and when relevant, e.g. for queries Cllrs and residents – e.g. civil parking enforcement