

Northstowe Town Council - Report for: Full Council, Tue 27th June 2023

Item: 74/23-24

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

Reporting period: **May 2023**; NB: includes activities from Deputy Clerk

Core Roles

- Prepared & administered x1 Full Council (Annual Meeting of the Town Council) & x3 Committee meetings.
- Fed into draft motions and papers from Councillors and Working Groups – ongoing.
- Market Development Working Group; input into: queries and correspondence; draft motions Market Dev WG; various meetings; license agreements; parking issues; purchase equipment; promotion; correspondence traders and partner organisations.
- Warm Hub Working Group; input into: Meeting Warm Hub leads; purchasing supplies; correspondence funder; Assisted Community Lounge Delivery.
- Asset Transfer (Pavilion) Working Group; input into: meeting with Cambourne TC to understand their green space, sport and community facilities' management.
- 2022 Christmas Switch-on Working Group; input into: liaisons with community groups; correspondence with WG re: options for consideration.

Law and Procedures

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

Finance

- Preps and follow-ups internal audit.
- AGAR 22-23 paperwork preparations.

Management

- Induction Deputy Clerk; Organised practicalities & logistics for start of work Deputy Clerk, including Action Plan for first few months for induction purposes.
- Set up Deputy Clerk on IT equipment, emails, HMRC/PAYE, pension provider, timesheets, etc.
- Set up Microsoft 365, Teams, OneDrive etc.
- Devised performance management framework for probationary period Deputy Clerk, and instigated regular monitoring meeting schedule.
- Annual meeting schedule '23-'24 prepared.
- Further arrangements for temporary office space May and June.
- Research phone options for staff.
- Research office equipment needs – including for: printer; further IT equipment; fire proof safe.

Engagement – Partnership and Community Engagement, and Event Management

- Park Play: meeting held with Park Play and related partners; attendance at trial session in Western Park; help with promotion Play Leader; help with leaflet distribution; discussions Play Leader recruitment options & recruitment steps; license agreement use Western Park.
- Meetings SCDC Officers re: pavilion & play fields management options; tendering options; logistics and management Temporary Community Centre; Community Lounge; Park Play.
- Instigated weekly meetings with lead on Market Development Working Group – discussed: management plan; drafting ToR for traders; volunteer protocol; volunteer numbers and volunteer management; license agreements; market email management; trader overview; communications and promotion.
- Introductions Deputy Clerk to community groups' representatives.
- Feeding into queries grant applications and grantees.
- Responded to several queries from residents via email; phone; social media.

Engagement - Communications

- X1 News Items added onto website

- Various updates to website pages – ongoing.
- Social media: ongoing gradual growth: Facebook: 843 followers (+19); Twitter: 188 followers (+1).

Training and Development

- None this month.
- Arranged for re-opening CiLCA online portfolio access form June onwards.