

Northstowe Town Council - Report for: Full Council, Tue 23rd July 2024

Item: 80/24-25, 'NTC Staff Report'

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

Staff capacity: 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 [Target: 0.70 FTE] ★

- Prepared, administered and follow-ups for x1 Full Council & x3 Committee meetings.
- Fed into queries, proposals and draft motion papers from Councillors and Working Groups – ongoing.

Finance: 0.25 FTE [Target: 0.25 FTE] ★

- Accounting & banking tasks – ongoing.
- Market pitch fees invoicing and chasing non-payments – ongoing.
- Finalised AGAR paperwork, published electors' rights information and sent off paperwork to external auditor.
- Unity Trust: updated signatories information; business savings account application.
- Researched and created proposal for further business saving accounts.

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.

Management: 0.15 FTE [Target: 0.10 FTE] ★

- Market Manager recruitment processes and job promotion..
- Consideration of interim market management options continued, including meetings/discussions with event management company and freelance market manager.
- Updating performance management objectives and priorities for staff; monitoring data upkeep – ongoing.
- Research and meeting external company for options for HR resourcing and advisory services.
- Information gathering for ongoing casework.

Market Management: 0.30 FTE [Target: 0.10 FTE] ★

- Discussions & communications with traders; SCDC; Northstowe Foodies; Phoenix, re: forward planning monthly markets rest of 2024 and new traders including food vans and other types of traders.
- 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.
- Meeting resident designer poster market and input into alternative design creation.

Engagement – Event & Activities Management: 0.05 FTE [Target: 0.05 FTE] ★

- Input into work related to development and delivery of Park Play; Community Lounge.
- Input grant application queries.
- Preparations for Meet Your Councillors stall at Mid- Summer Event.

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

- Attended external partnership meetings: Pavilion Board.
- Discussions and meeting Homes England re: Town Centre Strategy adaptation proposals; their consultancy works; input Northstowe Neighbours film development.
- Meetings/discussions held with: SCDC CDOs/Communities Team/New Build Team re: Permanent Community Centre; Open Spaces issues.
- Responded to queries from residents via email; phone; social media; in person.

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

- x3 news items added to website; various updates to website pages – ongoing.
- Social media – ongoing – followers: Facebook: 1.1K; X: 219 followers (+5).
- Various; updated information on website.

Training and Development: 0.05 FTE [Target: 0.10 FTE] ★

- Deputy Clerk: Bid writing course (training session delivered by Get Grants).