

Report for: Northstowe Town Council
Full Council meeting, 22th September 2021
Item: 91/21-22 - Report from the Town Clerk

Period covered: **August 2021** (NB: M. Nokkert started employment on 09 August 2021)

Core Roles

- Hand-over from Interim Clerk, Rosie Hughes: files, procedures, other.
- Updated registered addresses, emails, passwords etc for all relevant accounts.
- Improvements to file back-up systems in place.
- Finalised agenda and papers for August Full Council meeting.
- Booked in rooms and dates for meetings for Full Council and five Committees for the period September – December.

Law and procedures

- Got up-to-date on NTC's existing policies.
- Devised 'Operation London Bridge' policy for August Full Council consideration, basing this on Longstanton PC example.
- Liaising with SCDC Monitoring Officer on Registers of Interests.
- Various discussions Mayor, Deputy Mayor and individual Councillors: re: procedures.

Finance

- Looked into payroll software options.
- Set up Basic PAYE payroll software.

Management

- Set Northstowe Town Council up as employer with HMRC.
- Registered Northstowe Town Council with Pension Regulator, and started off procedures.
- Looked into available options pension provider.
- Familiarised with Scribe accounting system and Unity Trust online banking system.

Community & Partnership engagement

- Started website updates.
- Started social media, with small increases followers Twitter and Facebook.
- Responded to queries residents received via website; email; Facebook, and liaised with relevant bodies where necessary.
- Updated contact data overview.
- Met with SCDC Officers; initial contact with several other key partners.

Training

- Use of various information resources through membership SLCC, NALC and CAPALC.
- Booked on New Clerk training (Sep) and CILCA training sessions (Sep – Dec).