

**Northstowe Town Council. Report for: Full Council, Tue 22<sup>nd</sup> July 2025, 93/25-26/FC, 'NTC Staff Report'.**

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

Staff capacity: 1.7 FTE – Town Clerk & RFO (TC; 1.0 FTE); Deputy Clerk (DC; 0.7 FTE).

★ = [More or less] On target. ★ = Some deviation from target. ★ = Significant deviation from average target time input.  
NB: Target means amount of staff time to be dedicated to the work stream *within available overall capacity*.

**Core Roles** (Lead: TC): 0.60 FTE [Target: 0.6 FTE] ★

- Administration and follow-ups for x1 Full Council & x2 Committee meetings; planning/consultations responses.
- Fed into proposals and draft motion papers from Councillors and Working Groups – ongoing.

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

- Accounting, banking, HMRC/PAYE/pension tasks – ongoing.
- Website update re: accounts, budget and AGAR information.
- Enabled Cllr's quarterly financial (third signatory) checks for 2024-25.
- Data collation market income and expenditure overview since start of Northstowe market in April 2023.

**Law and Procedures** (Lead: TC): 0.20 FTE [Target: 0.3 FTE] ★

- Further development/ feeding into drafts/updates of policies & protocols for Personnel Committee and Full Council. Drafted Sexual Harassment Risk Assessment.
- Strategic work discussions with Mayor and Deputy Mayor – ongoing.
- Responded to Cllrs' queries re: procedures and legal advice - ongoing.

**Management – Staff & General** (Lead: TC): 0.15 FTE [Target: 0.1 FTE] ★

- IT and HR services, including management access for Cllrs (also for Scribe)/ further improvements - ongoing.
- Assets and Estates Manager re-recruitment advertisement.
- Further staff succession needs and interim solution options considered.
- Staff workstream planning/prioritisation; Wellbeing meetings; Performance management/data upkeep – ongoing.

**Assets and Estates Management** (Lead: TC): 0.10 FTE [Target: 0.1 FTE] ★

- Feeding into discussions SCDC & current/potential users for Unity Centre – ongoing.
- Joined meeting held with SCDC re: Town Hub plans; several meetings SCDC re Unity Centre Asset Transfer, in advance and following SCDC Cabinet decision-making on 24<sup>th</sup> June.
- Defibrillator check.

**Market Management** (Lead: DC): 0.20 FTE [Target: 0.1 FTE] ★

- Comms with traders; spreadsheet updates - traders' data; market attendance data – cont.
- Preparations options further market continuation/development.
- Meetings Phoenix for attracting further traders.
- Market pitch fees invoicing / chasing outstanding payments – ongoing. Following pausing of market: comms with market traders/ community comms; seeking feedback; sorting out refunds.

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

- Joined Cabin Management Board meeting.
- Various items discussed with SCDC CDOs – ongoing.
- Helped arrange planning training session for Cllrs with Greater Cambridge planning Service.

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

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

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

- Input into delivery & M&E data collation for: Park Play; Community Lounge; Hope CIC Mobile Food Van - 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 Article

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

- None this month.