

**Northstowe Town Council - Report for: Full Council, Wed 27<sup>th</sup> July 2022**

**Item: 93/22-23**

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

Reporting period: **May 2022**

**Core Roles**

- Administered & prepared papers for x1 Full Council meeting and x4 Committee meetings & implemented decisions made.
- Held various discussions with Chairs/Vice-Chairs and Councillors; fed into developing motions and papers, and responded to Cllr queries. Joined Market Development WG meeting.

**Law and Procedures**

- Prepared procedures co-option new Cllrs at FC meeting, and followed up with forms and information to newly co-opted Cllrs.

**Finance**

- Sent off AGAR to external auditor, and put account 21-22 details on website.

**Management**

- Held regular strategic oversight meetings with Mayor and Deputy Mayor.
- Packed up NTC items in Wing for intermediate storage.
- Sorted out further room bookings post-Wing closure.
- Prepared paperwork for recruitment of Deputy Clerk.

**Engagement – Partnership and Community Engagement, and Event Management**

- Finalised preparations for and delivery of Northstowe Jubilee Party (5<sup>th</sup> June 2022).
- Provided input into items for Open Spaces meetings, and various correspondence Cllrs and partner organisations for other external partnership meetings.
- Meetings and discussions included: CCC officers re: youth work and connections bus; SCDC officers re: possibilities future office premises; Northstowe Delivery Board and NTC input; with SCDC officers and Safety Partnership on reporting ASB and other issues.
- Responded to 14 queries from residents received, either directly or feeding into queries initially received by other levels of Local Authorities or Agencies.

**Engagement - Communications**

- Website: News Items added: x2 published in June. Various website updates.
- Social media, continued increase - Facebook: page likes from 665 at end of May to 676 at end of June '22. Twitter: 5 new followers; total now 138.
- Northstowe News column.

**Training and Development**

- joined CAPALC monthly meeting Clerks; SLCC quarterly Cambridgeshire branch meeting.
- Some CiLCA portfolio development.