

Assistant to the Town Clerk's Report

(February 2017)

1. Dates for your diary

Civic Ball	Friday 28 th April 2017
Grants Presentation Evening	Thursday 11 th May 2017 (please note change of date)
Mayor's End of Term Party	Monday 15 th May 2017
Garden Festival 2017	Sunday 28 th May/Monday 29 th May 2017

2. Garden Festival – Spring Bank Holiday 28th/29th May 2017

Please see an update on the planning of this event, within the Pannier Market Report.

3. Staffing Matters

As mentioned within a previous ATTC Report, the recruitment of a permanent member of staff into the full-time vacancy available in the Administration Office will commence shortly (Financial Support role). It is anticipated that interviews will take place week commencing 3rd April 2017.

Also, as reported previously, a report regarding the operation of the other (currently part time) role will be submitted to the Budget & Policy Sub-Committee Meeting anticipated to be held in next month. Once a decision has been reached on the terms of this post, an appointment to this permanent role will also be made.

4. Activity Log

MEETING/CONFERENCE ACTIVITY LOG
CIVIC YEAR 2016-2017
(COUNCILLOR ATTENDANCE)
(24th January – 6th March 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
10 th February 2017	New Housing and the Plymouth & South West Devon Joint Local Plan Seminar	The Watermark Centre Ivybridge	CPRE	Cllr P Ward

5. Council Chamber Bookings

The Council Chamber was an affordable and accommodating licensed Civil Wedding Ceremony venue (see update below). Devon County Council was invoiced on a quarterly basis when it was used as a wedding venue.

As Members will be aware, I was tasked with asking Devon County Council to reconsider its

decision to remove the Council Chamber from its list of wedding venues. Please see below the response I received from Trish Harrogate (County Superintendent Registrar) to this request;

' I have taken the decision to stop offering ceremonies in the council chamber for health and safety reasons. The furniture in the chamber is extremely heavy and couples are being told that it is permissible for them to move the furniture as long as it is put back in place, inevitably they arrive in plenty of time to move it before the ceremony but once the ceremony has taken place the last thing on their minds is to move the furniture back putting the onus on my staff. We are also on an extremely tight schedule during the summer months and my staff need to leave to get to the next ceremony.

The town hall has unfortunately proven not to be a practical option for us to offer (I believe she means the Council Chamber, not Town Hall).

I hope this explains the rationale behind the decision'.

Chamber bookings (not including Council meetings), from 24th January – 6th March 2017:

- 22 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC or Mayoral events)
- 1 chargeable meeting/training session
- 0 training sessions (non-chargeable)

Anyone wishing to book the Chamber for other events is asked to either telephone the Office on 01822 613529, or e-mail the Office (office@tavistock.gov.uk), to ensure the booking diary is kept up to date.

6. Property Update

There are currently no vacant residential properties.

Unit 3, East End Stores – This unit remains vacant, although we are continuing to market it. One expression of interest has been received, which is currently being considered.

Unit 5, East End Stores – This unit was let with effect from Friday 27th January 2017 on a 3-year Lease

Unit 3, Pannier Market – As Members will recall, a verbal update was given at the last Council Meeting that unfortunately the tenant who had agreed Heads of Terms for this unit backed out shortly before completion took place. We are therefore continuing to market this unit. An expression of interest had been received, but this was declined as it did not fit with the Council's Estate Management Policy.

Cattle Market – the Assignment of the Lease from Ward & Chown to Stags, as considered at the Council Meeting on the 24th January 2017, is expected to have been completed by the time of the Meeting.

- ### **7. General including ongoing activities in the Admin Office** – the Office continues to support the organisation across the range of Civic, administrative, financial and corporate activities. A review is being undertaken of operating capacity and associated staffing matters and support provided in relation to insurance matters.

Events for Mayor's Diary: The events for January 2017 are posted on the Council's website.

Prepared by;
Jan Smallacombe
Assistant to the Town Clerk