

Assistant to the Town Clerk's Report (May/June 2018)

1. Dates for your diary

Civic Service	Sunday 23 rd September 2018
Remembrance Sunday Service	Sunday 11 th November 2018
Civic Ball	Friday 29 th March 2019
Grants Presentation Evening	Thursday 16 th May 2019

2. Planning Training for Members

At Council's request, Planning Training was provided by Sarah Jenkins (of DALC) on Tuesday 29th May in the Council Chamber. 9 Tavistock Town Councillors attended, with 5 Councillors from local Parish Councils also taking advantage of this training. All Councillors have been provided with the training material used during the session.

3. Staffing

As Members will be aware, temporary staff have been employed in the admin office for a considerable time whilst awaiting a decision regarding any potential move to new premises of this function, and the impact this may have on required staffing levels.

However a draft report will be put before the Budget & Policy Committee Meeting, scheduled for 16th July 2018, outlining temporary proposals.

4. Mayor's Charity

A cheque in the sum of £ 1,075.00 was presented to representatives of the previous Mayor's Charity (Tavistock Physically Challenged Group) at the Annual Meeting. These funds were raised at various events during the Mayoral year, including the Civic Service and Civic Ball.

5. Mayor's End of Term Party

Nearly 50 Councillors, members of staff and invited guests attended the Mayor's End of Term Party in The West Devon Club on Monday 21st May 2018. The outgoing Mayor received gifts from Councillor colleagues, and a photo album containing photographs from events he had attended during his Mayoral year, from the staff.

6. Annual Photo of Council

As previously advised copies of the Annual Photo of Council are available from me, at a cost of £6 each (8"x6"). Should you wish to purchase a copy, and have yet to let me know you wish to do so, can you please advise accordingly, as soon as possible.

7. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2017-2018 and 2018-2019 (COUNCILLOR ATTENDANCE) (15th May – 25th June 2018)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND

24 th May 2018	Chairmanship (TAP Funded)	Tavistock	DALC/Severn Net	Clr A Hutton
29 th May 2018	Planning Training (As previously requested by Councillors)	TTC Chamber Tavistock	DALC	Councillors in attendance; Mrs M Ewings A Hutton Mrs A Johnson A Lewis P Squire A Venning P Ward Mrs J Whitcomb P Williamson
5 th June 2018	Chairmanship	Exeter	DALC	-
19 th June 2018	Chairmanship	South Molton	DALC	-

8. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 15th May – 25th June 2018:

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

Anyone wishing to book the Chamber 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.

9. Property Update

There currently have no vacant residential properties.

New tenants will shortly be moving in to, or have already done so, to;
9 Duke Street;
4 Pannier Market;
15 Pannier Market

3 East End Stores remains a vacant unit, following the recent completion of the Pannier Market re-roofing works, when it was available to a café proprietor from the Pannier Market.

This unit is actively being marketed, and there has been some interest in it, but as yet no firm offer made.

10. 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. It is anticipated that a report on office staffing will be brought forward in July 2018.

10. Organisational Matters – Following the implementation of the General Data Protection

Regulation (GDPR) processes within the organisation are being put in place.

Events for Mayor's Diary: The events up to May 2018 are posted on the Council's website.

Prepared by;
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