

Assistant to the Town Clerk's Report

(October/November 2016)

1. Dates for your diary

Armistice Day	Friday 11 th November 2016
Remembrance Sunday Service	Sunday 13 th November 2016
Mayor's Christmas Party	Monday 19 th December 2016
Civic Ball	Friday 28 th April 2017
Grants Presentation Evening	Thursday 4 th May 2017
Garden Festival 2017	Sunday 28 th May/Monday 29 th May 2017

2. Recruitment in the Administration Office

As previously reported, two temporary members of staff have been recruited in to the Administration Office. They are;

Sue Pell Office Administrator (Mayoral Support)

Gill Sergeant Office Administrator (Financial Support)

It is anticipated that both staff members will be in post until January 2017, when permanent members of staff will be recruited.

3. MacMillan Coffee Morning

A final sum of £ 131.96 was raised at the charity Coffee Morning hosted by the Mayor, together with following sales and donations. This was, I'm sure you'll agree, an excellent effort.

Thank you to the staff and Councillors who donated refreshments and baked for this event, as well as those who attended and gave so generously.

4. Civic Service

As previously, the collection taken at the Civic Service was split equally between Church funds, and the Mayor's Charity, which this year is Tavistock Dementia Action Alliance.

At this year's Civic Service the sum of £ 180.00 was raised for the Mayor's Charity.

5. OCR Level 3 Management Qualification

I am pleased to confirm that I, in addition to the Market Reeve, Town Hall Manager and Works Administrator, have achieved the above qualification.

6. Activity Log

MEETING/CONFERENCE ACTIVITY LOG
 CIVIC YEAR 2016-2017
 (COUNCILLOR ATTENDANCE)
 (4th October – 14th November 2016)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
6 th October 2016	Budgets and Precepts	The Beehive Honiton	DALC	-
26 th October 2016	Budgets and Precepts	Devon Communities Together Exeter	DALC	-
27 th October 2016	Planning Course	Devon Communities Together Exeter	DALC	Cllr P Squire
9 th November 2016	Finance	The Rundle Room Town Hall Tavistock	DALC TAP Funded	Cllr Mrs A Johnson

7. Council Chamber Bookings

The Council Chamber remains an affordable and accommodating licensed Civil Wedding Ceremony venue (see update below). Devon County Council is invoiced on a quarterly basis:

- 0 weddings took place/will take place in the period 4th October – 14th November 2016 in the Town Council Chamber. This is 6 less than for the previous period. From 1st January 2017 the Council Chamber will no longer be a venue for weddings, as decided by Devon County Council.

Chamber bookings (not including Council meetings), from 4th October – 14th November 2016:

- 18 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC or Mayoral events)
- 0 chargeable meetings/training sessions
- 0 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.

8. Property Update

There are currently no vacant residential properties.

Units 1 and 2 East End Stores – it is anticipated that the new tenant for these units will take occupation from 8th November 2016

Units 3 and 5 East End Stores – there has been interest in these properties, however no prospective new tenant has yet been confirmed for either unit.

Unit 3, Pannier Market – minor dilapidation works are being undertaken by the Works Department staff late November/early December. The property is however currently being marketed by our Letting Agent, with some interest to date, but no new tenant yet identified.

- 9. 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.

Events for Mayor’s Diary: September 2016 events are posted on the Council’s website.

Prepared by;
Jan Smallacombe
Assistant to the Town Clerk