

Assistant to the Town Clerk's Report (October 2018)

1. Dates for your diary

Remembrance Sunday Service	Sunday 11 th November 2018
Mayor's Christmas Party	Monday 17 th December 2018 (tbc)
Civic Ball	Friday 29 th March 2019
Grants Presentation Evening	Thursday 16 th May 2019

2. Civic Service

As you will be aware, the Civic Service took place on Sunday 23rd September 2018.

Over 100 people attended (including 8 Town Council colleagues), with many joining the Mayor for the reception in the Town Hall after the Service, where light refreshments were provided.

The collection taken during the Service, which is split between the Church and the Mayor's Charity (Tavistock Area Children's Centre), raised £140 for the Charity.

3. MacMillan Coffee Morning

As you will be aware, we held our third MacMillan Coffee Morning on Friday 28th September 2018, in the Council Chamber.

Thank you to those staff and Councillors who provided cakes, biscuits etc to sell, and to those who provided refreshments. Thank you also to our tenants, staff and Councillors, some with their families, who attended the event to help raise funds, and to those staff and Councillors who made donations if they were unable to attend on the day.

To date we have raised a total of £ 114.93, which is rather less than last year, but a worthwhile amount in any event.

If you were unable to attend or make a donation of any sort, but would still like to make a donation, please let me know as we can still add to the total amount raised.

4. Remembrance Sunday Service

Invitations to this event will be issued shortly.

5. Newsletter

Discussions are ongoing, with a joint meeting planned for Tuesday 16th October, but it is looking increasingly unlikely that the Chamber of Commerce will participate in this partnership publication and there is uncertainty regarding the BID Company. If this proves the case, then a re-evaluation of if/how this publication is delivered will be undertaken.

6. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2018-2019
(COUNCILLOR ATTENDANCE)
(18th September – 22nd October 2018)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
3 rd October 2018	DALC Annual Meeting and Conference	Exeter Racecourse	DALC	Cllr J Sheldon
9 th October 2018	Budgets & Precept	Devon Communities Together Exeter	DALC	Cllr Ms L Crawford

7. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 18th September – 22nd October 2018:

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

There currently have no vacant residential properties.

3 East End Stores – as previously reported, a ‘pop up’ shop has been opened in this unit for the period 1st October – 31st December 2018. In the New Year the unit will be utilised as a welfare unit during the Pannier Market Public Realm works.

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.

10. Organisational Matters

Following the implementation of the General Data Protection Regulation (GDPR) processes within the organisation are continuing to be put in place.

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

Prepared by;
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