

Assistant to the Town Clerk’s Report February 2023

For Council Meeting 7th March 2023

1. Key Dates for all Councillors’ diaries;

Thursday 16 th March 2023	Grants Presentation Evening (Grants Panel members only)
Friday 21 st April 2023	Civic Ball
Monday 24 th April 2023	Mayor’s End of Term ‘Thank you’

2. New Councillor Event

As Members will be aware, a ‘New Councillor Event’ has been organised for Wednesday 8th March 2023. This is to provide an opportunity for those local residents who might be considering standing for the Town Council at the forthcoming election in May, to come and find out what becoming a Councillor entails. There will also be an opportunity for those attending to meet with the Mayor and Town Clerk, in an informal setting.

3. Annual Photo of Council

Please be advised that the annual photo of Council will be taken immediately prior to the next Council Meeting, scheduled for Tuesday 11th April, 2023. This will be the final photo of this Council, so I do hope as many Members as possible will be able to attend.

Further details with regard timings etc. will be provided on the Agenda for that Meeting.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 7th February – 6th March 2023;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
20 th February 2023 6.00pm – 7.00pm	Being a Good Councillor Part 2 Powers, Duties and the Precept	Virtual	DALC	None
21 st February 2023 1.00pm – 2.00pm	Being a Good Councillor Part 1 Roles and Responsibilities	Virtual	DALC	None
21 st February 2023	Personal Safety for Councillors	Virtual	LGA	None
6 th March 2023 6.00pm – 7.00pm	Being a Good Councillor Part 3 Local Council Meetings	Virtual	DALC	None

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 7th February – 6th March 2023;

- 10 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)

6. Property Units Update

Residential – there is currently only one vacant residential property;

- 1 Market Road – following completion of the refurbishment works on this property, a report by the Works Manager will be brought to a future Budget & Policy Committee Meeting for consideration with regard the future plans for this property.

Commercial - there are currently no vacant commercial properties.

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. Council is also advised, for information, that the Employer Side has made a full and final offer to the staff side in connection with the 2023-24 pay settlement. It is as follows. An award of £1,925 (pro rata as appropriate) to those posts on scp's 2-43, an increase of 3.88% to those posts on scp's 44 and above. The response of the Staff Side is awaited. On other topics, insurance services are in the process of being re-let, a new contract to be in place for 1st April and an easement progressed for National Power on behalf of WDBC at the Wharf Car Park

8. Website Accessibility update

Booking forms/schedules of charges for various Council activities are currently being assessed, and will be updated, where necessary, to ensure compliance with the regulations.

Report prepared by

Jan Smallacombe (Assistant to the Town Clerk)