

Assistant to the Town Clerk's Report (November 2019)

1. Key Dates for all Councillors' diaries

Mayor's Christmas Party	Monday 16 th December 2019
Tavistock Civic Ball	Friday 24 th April 2020
Mayor's End of Term Party	Monday 11 th May 2020
Grants Presentation Evening	Thursday 14 th May 2020

Please make the necessary arrangements to ensure that you can attend these Civic events.

2. Re-tender Ice Cream Van Pitch

I will shortly be re-tendering for the Ice Cream Van pitch in Guildhall Car Park, as the current Agreement ended on 30th September 2019. Each Agreement is for a 3-year term, so the new Agreement will run from 1st April 2020 to 30th September 2022. There will be provision to relocate subject to the outcome of public realm works.

3. Mayor's Charity

- Following on from my last Report, I can confirm that £ 236.00 was collected for the Mayor's Charity at the Civic Service, being 50% of the amount collected. The other 50% will go towards Church funds;
- £200 was raised for the Mayor's Charity from the Reverse Vending Machine trialed on Goose Fair Day. £200 was also donated to the Mayor of West Devon's chosen charity

4. Town Guide

As Members may be aware, until 2017 the Town Council published a biennial Town Guide, in partnership with IND Media, to encourage visitors to the town – copy available at; <https://www.tavistock.gov.uk/sites/default/files/users/siteAdmin/Tav%202015-2017%20Town%20Guide.pdf> . This ceased after the 2015-2017 edition, as the previous publishers were finding it increasingly difficult to find traders willing to buy advertising in a paper based brochure, and it was the revenue from the advertising which made it a cost neutral publication for the Council.

I have now been approached by Bamboo House Publishing which would like to reinstate the publishing of a biennial Guide, which I have agreed to. The previous Guide was a very well received publication, so it will be good to republish an updated version.

I will be working closely with the publishers with regard the content of the Guide, and I anticipate the first edition of 5,000 copies of the new Guide being published early in 2020, in time for the Easter break.

5. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2019-2020
(COUNCILLOR ATTENDANCE)
(22nd October – 2nd December 2019)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
22 nd October 2019	Legal Update	Council Chamber	TTC	The following attended; Councillors Ms L Crawford, Mrs M Ewings, A Hutton, Mrs A Johnson, Mrs U Mann, Mrs G Parker, G Parker, H Smith, P Squire, A Venning, P Ward and P Williamson
31 st October 2019	Budgets & Precepts	Cheriton Bishop	DALC	Cllr Mrs A Johnson Cllr Mrs G Parker (rebooked from 8 th October 2019)
7 th November 2019	Being a Good Employer	Exeter Court Hotel	DALC	Cllr A Hutton (event cancelled)
11 th November 2019	Being a Good Councillor	Honiton	DALC	-
21 st November 2019	Planning	Cheriton Bishop	DALC	-

6. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 22nd October – 2nd December 2019:

- 24 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 session (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.

7. Property Units - Update

Residential - there are currently two vacant residential properties, both of which will be re-let once minor refurbishment works have been completed, anticipated to be by early December.

Commercial - there is currently one vacant commercial property. This unit still has a Lease in place as a Break isn't available until November 2020, so the existing tenant will remain liable

for rent, and to pay utility bills etc. until that date. We are aware that they are currently looking for a new tenant to have the Lease assigned to, which will require permission.

The Council also accepted a request at its September Meeting to allow the vacating of a commercial unit at East End Stores. This unit will be vacant from 9th December 2019.

A Break Clause has also been invoked on a commercial unit in the Pannier Market perimeter, which will take effect from February 2020.

The unit in East End Stores is currently being marketed, with the other units being marketed as soon as possible after they become available.

- 8. 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 including reviewing compliance against the Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018.

Events for Mayor's Diary are available on the website:

Prepared by;
Jan Smallacombe
Assistant to the Town Clerk