

Assistant to the Town Clerk's Report (July 2020)

1. Key Dates for all Councillors' diaries

Tavistock Civic Ball

Friday 30th April 2021

2. Training undertaken by Office staff

Various online training sessions have been organised for the staff in the Administration Office over the 'working from home' period. These include;

- Mental Health Awareness;
- Health & Safety;
- Fire Awareness;
- Manual Handling;
- Risk Assessments;
- COSHH (Control of Substances Hazardous to Health) (Office cleaner only);
- Lone Working (Office cleaner only)

It is anticipated that all subjects allocated to each member of staff will be completed by the end of September 2020.

3. Concession holders

To provide an update following that given at the Budget & Policy Committee Meeting on 14th July 2020, I can confirm that;

- One licensee will continue to pay a daily rate until the end of July 2020, based on the actual number of days they trade on Bedford Square. I anticipate them returning to normal working from 1st August other licensee since the Budget & Policy Meeting, I can confirm we will be discussing future plans mid-August, to see if a return to trading is viable for him as lockdown eases and more potential customers are around.

4. COVID-19 Measures

In order to help protect the safety of staff and visitors to the Council Office building, various measures have been put in place;

- 4 sanitiser units have been installed – one inside the door from the car park, one inside the main entrance door, one at the foot of the stairs to the 1st floor, and one outside the Council Chamber. All staff and visitors are asked to use these facilities when entering and exiting the building, and during the day if here for extended hours;
- Staff in the Administration Office have access to disinfectant wipes, and are encouraged to clean their desk, keyboard, telephone and general space first thing in the morning, and again before they leave. Wherever possible, desks, telephones, computers and stationery will not be shared, however if this is unavoidable then the disinfectant wipes are to be used by the person using the desk before and after use;
- There are log-in/log-out lists available just inside the door from the car park, and the other in the Administration Office. All staff and visitors are asked to sign in and out, to ensure that at any one time we know who has been in the building, and who is still onsite;
- Once a decision has been made to allow members of the public to come back into the building, it is planned that they will access via the main door, then wait at the bottom

of the stairs for a member of staff to attend to them. A buzzer system will be installed to alert staff in the Administration Office that someone is awaiting attendance.

5. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2019-2020
(COUNCILLOR ATTENDANCE)
(24th June – 28th July 2020)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
None events offered during this period.				

6. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 24th June – 28th July 2020 (prior to lockdown):

- 1 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 is currently one vacant residential property;

Flat at 15 Duke Street – an expression of interest has been received on this property, which is being progressed.

Commercial - there are currently five vacant commercial properties, with three more becoming vacant shortly;

15 Duke Street – the position on this property remains as previously reported.

4 Pannier Market – Heads of Terms have been agreed on this property, and we anticipate the new tenants moving in shortly.

2 East End Stores - Terms are currently being negotiated with a prospective tenant for this unit. An update will be given at the Meeting if terms are agreed in the meantime.

3 East End Stores – We had agreed Terms on this property, however the prospective tenants subsequently withdrew their interest, for personal reasons. We have however received a subsequent expression of interest, which is currently being progressed.

5 East End Stores – Heads of Terms have been agreed on this property, and we anticipate the new tenants moving in shortly.

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. A report from the ATTC regarding/reviewing compliance against the Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018 will be brought to the next Budget and Policy Committee.

Prepared by;
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