

Assistant to the Town Clerk's Report June/July 2021
For Council Meeting 27th July 2021

1. Key Dates for all Councillors' diaries

Monday 20 th September 2021	End of Term Party (for immediate past Mayor, Councillor Mrs Johnson)
Friday 24 th September 2021	Civic Ball* (to be hosted by immediate past Mayor, Councillor Mrs Johnson)
*Invitations being sent to those who had previously booked, week commencing 19 th July 2021.	
Sunday 7 th November 2021	Civic Service
Sunday 14 th November 2021	Remembrance Sunday Service
Monday 13 th December 2021	Mayor's Christmas Party
Friday 8 th April 2022	Civic Ball (to be hosted by current Mayor)

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

2. Printers

To accommodate the moving of the Council's Reception Desk to the front office on the ground floor, a new printer has been ordered for use by admin staff on the ground floor. The previous printer, currently in the upstairs administration office, on which the Lease has expired will be retained at no cost, with all printing/consumables costs now coming under the overall Lease for the new printer, which is within existing budgets.

3. Re-tender of Catering Pitch

In anticipation of the lifting of all COVID Lockdown Restrictions, the re-tender for the catering van pitch has been undertaken. The previous trader was successful in securing a new 2-year Licence, starting on 1st September 2021. In future the pitch will be on Bedford Square rather than in the Guildhall Car Park, as previously.

4. Administration & Democratic Services Officer

A 'temp' will be starting in the above role, with effect from Monday 2nd August 2021. She will be able to assist with the delivery of such Civic events as the Ball and Civic Service, as well as providing admin support to the other members of the team. This will temporarily fill a post which has been vacant since February 2020. Permanent recruitment to the post will take place over the coming months.

5. Mayor's Charity 2021-2022

The Mayor, Councillor Andy Hutton, has adopted The Mary Budding Trust, as his nominated Charity for his Mayoral year.

6. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2020-2021

COUNCILLOR ATTENDANCE between 2nd June – 26th July 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
9 dates (10am-11.30am) 8 th June 2021 10 th June 2021 15 th June 2021 22 nd June 2021 24 th June 2021 29 th June 2021 30 th June 2021 8 th July 2021 22 nd July 2021	Finance for Councillors	Virtual	DALC	- - - - Cllr B Smith - - - -
4 dates (10am – 11.30am) 16 th June 2021 1 st July 2021 14 th July 2021 20 th July 2021	Internal Controls	Virtual	DALC	Nil to all dates
16 th June 2021 (6pm – 8pm)	Responding to Planning Applications	Virtual	DALC	Nil
24 th June 2021 (10.00am – 11.30am)	Parish Online	Virtual	DALC	Councillor Mrs U Mann

7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 2nd June – 26th July 2021;

- 1 non-chargeable meeting (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)

8. Property Units Update

Residential – there were previously two vacant residential properties, the Flat at 15 Duke

Street and 1 Market Road;

- 1 Market Road – a new tenant was identified and moved into the property on 1st July 2021;
- The Flat, 15 Duke Street – following some refurbishment works, this property was marketed with several expressions of interest being received. New tenants moved into the property on Friday 16th July 2021.

Commercial - there were previously two vacant commercial properties. Updates on these properties are as follows;

- 3 East End Stores – The Lease on this property completed on 28th June 2021 with the new tenants now having moved in. It is anticipated the shop will open late July.
- 3 Pannier Market – as previously reported, this unit has been utilised as a 'pop up' shop by one of the Council's commercial tenants since 1st June 2021. However, terms have now been agreed on a Lease for a long term tenant, with the Lease currently being drafted. We anticipate the new tenants moving in during August.

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. A review of arrangements for Member email accounts was undertaken, and reopening of the office to the public on a sustainable Covid-safe footprint is being scheduled to coincide with the relocation of Community Services management/administration staff to the Guildhall, in August.

10. Website Accessibility update –

Ongoing testing of the TTC website pages is taking place. A few errors had been highlighted during this testing and a quote for costs has been obtained from Cosmic, who have now corrected the identified errors. 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)