

Assistant to the Town Clerk's Report February/March 2021
For Council Meeting 9th March 2021

1. Key Dates for all Councillors' diaries

Friday 24th September 2021 Civic Ball*

*If future COVID restrictions/Government guidance allow

2. COVID-19 Grant Applications

No further applications have been received since the ATTC Report to Council in January 2021.

3. Diminishing Interest Rates

The Council's General Reserve is currently held with the Churches, Charities and Local Authorities (CCLA) Investment Management Limited, however the income received has diminished significantly over the last year in the prevailing low interest rate environment. In view of this, alternative options are being researched whilst recognising the limited number of providers who offer cash account services to Councils.

The ATTC had a meeting with the Council's CCLA Relationship Manager on 25th February, to discuss options.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG
CIVIC YEAR 2020-2021
COUNCILLOR ATTENDANCE between 26th January – 8th March 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
26 th January 2021 6pm-8pm	Data Protection Essentials & Refresher for Councillors	Webinar	DALC	None
2-session course (both 12.30pm-2.00pm) 23 rd February 2021 and 2 nd March 2021	Being a Good Councillor	Virtual	DALC (via Southern Links Training Fund)	Councillors B Smith and P Squire
24 th February 2021	Finance for Councillors	Virtual	DALC	None

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 26th January – 8th March 2021;

- 0 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)

Note – during Covid bookings are not available.

6. Property Units Update

Residential - there are currently no vacant residential properties.

Commercial - there are currently two vacant commercial properties, with a third property becoming available in April 2021. The details for the confirmed units are as below;

3 East End Stores – This unit continues to be marketed following the Council decision to decline a previous approach. An expression of interest has been received for this unit, which is being progressed via the Council's Letting Agent.

12 Duke Street – this unit became available on the 17th November 2020 and is currently being marketed, however three expressions of interest have been received which are currently being reviewed by the Council's Letting Agent.

Community – discussions are under way with the Tennis Club regarding a letter of support for an application by the Club for external funding toward improvement works.

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.

Website Accessibility update - continued testing of the TTC website pages is taking place. A few errors have been highlighted during this testing and a quote for costs will be obtained from Cosmic once testing is complete and all errors identified. This only applies to errors/issues we are unable to correct ourselves in-house. During the testing "Alt Text" is being added to existing photos/posters and fliers, and "non-compliant" documents are being identified.

8. Insurance

Work will commence following the Council Meeting on renewal/re-tender of insurance arrangements for the Council.

Report prepared by
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