

Assistant to the Town Clerk's Report March and April 2023

For Council Meeting 11th April 2023

1. Key Dates for all Councillors' diaries;

Friday 21 st April 2023	Civic Ball
Monday 24 th April 2023	Mayor's End of Term 'Thank you'
Tuesday 11 th July 2023	'Being a Good Councillor' Training (for all Councillors)

2. New Councillor Event

As Members will be aware, a 'Prospective New Councillor Event' took place on Wednesday 8th March, in the Council Chamber. Six potential new Councillors attended, and received a presentation from the Town Clerk summarising the requirements of being a Councillor, as well as a background into the operation of Tavistock Town Council. The Mayor provided an account of the experience of being a Councillor and related key information.

3. Grants Presentation Evening

The annual Grants Presentation Evening took place on Thursday 16th March, 2023 in the Council Chamber, when representatives from the seven successful organisations received their Grant cheques from the Mayor. The event was also attended by the Town Councillors who form the Grants Panel.

The attendees enjoyed a light buffet, and networked, prior to the cheques being distributed. The event was held earlier than usual this year, due to the pre-Election period coming into force for the Town Council on 15th March 2023.

Overall, a total of £ 10,623 was awarded to a wide variety of organisations from across the town. The next Grant Application period will start in September/October 2023, with Grants being paid out in May 2024.

4. Former Mayor Graham Willis - Memorial Service

On Monday 27th March, a Memorial Service took place in the Council Chamber in memory of former Councillor, and Mayor, Graham Willis who died recently in France. Whilst living in Tavistock, Mr Willis had been very involved with the Pontivy Twinning Association, and actually retired to France living in a town only around 10 miles from Pontivy.

Mr Willis was Mayor in 1976 – 1977, and again in 1987 – 1988.

Approximately 20 family and friends attended the event, which had been arranged by former Councillor Willis' son Paul, together with the Assistant to the Town Clerk.

5. Former Mayor and Freeman of the Town: Ted Sherrell- Funeral Arrangements

An oral update will be given at the Meeting on upcoming funeral arrangements following the recent passing of former Mayor, Town and Borough Councillor, Freeman of the Town and Author, EH Sherrell.

6. Activity Log
 CONFERENCE & TRAINING ACTIVITY LOG
 CIVIC YEAR 2022-2023
 COUNCILLOR ATTENDANCE between 7th March – 10th April 2023;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
6 th March 2023 6.00pm – 7.00pm	Being a Good Councillor Part 3 Local Council Meetings	Virtual	DALC	None
14 th March 2023 1.00pm – 2.00pm	Being a Good Councillor Part 2 Powers, Duties and the Precept	Virtual	DALC	None
20 th March 2023 6.00pm – 7.00pm	Being a Good Councillor Part 4 The Council in the Community	Virtual	DALC	None

7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 7th March – 10th April 2023;

- 14 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)

8. Property Units Update

Residential – there is currently only one vacant residential property;

- 1 Market Road – following completion of the refurbishment works on this property, an update was provided by the General Manager at the Budget & Policy Committee Meeting held on 28th March 2023. This matter appears elsewhere on the Agenda for this Council Meeting, for a decision to be made.

Commercial - there are currently no vacant commercial properties.

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.

Pay Award 2023/2024 - as previously advised, the Employer Side had made a full and final offer to the staff side in connection with the 2023-24 pay settlement. This amounted to an award of £1,925 (pro rata as appropriate) to those posts on SCPs 2-43, an increase of 3.88% to those posts on SCPs 44 and above. This offer has however been rejected by Unison, further updates will be provided when received.

10. 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)