

Assistant to the Town Clerk's Report (January/February 2020)

1. Key Dates for all Councillors' diaries

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.

*N.B. We would be grateful if you would respond to your Civic Ball invitation by the deadline of Friday 6th March 2020

2. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2019-2020 (COUNCILLOR ATTENDANCE) (14th January – 2nd March 2020)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
27 th January 2020	Being a Good Councillor	Ivybridge	DALC	-
24 th February 2020	Neighbourhood Development Plan Scoping Session	Council Chamber	TTC	The following attended; Councillors J Ellis, Mrs M Ewings, A Hutton, Mrs A Johnson, Mrs U Mann, J Moody, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, P Ward and P Williamson

3. Ice Cream Pitch Tender

As previously reported, the previous Licence for the Ice Cream pitch in Guildhall Car Park expired on 30th September 2019. A Tender exercise was therefore undertaken.

I am delighted to report that Willy's Ice Cream from Tuelldown, Milton Abbot have successfully retained their Licence to trade in the town centre. The new Licence will run from 1st April 2020 to 30th September 2022.

4. Royal Garden Party nomination

As you will be aware from the last Council Meeting, Councillor Paul Ward was nominated to have his name put forward, as a past Mayor, for a place at the Royal Garden Party to be held in May 2020.

Unfortunately Councillor Ward was unsuccessful in securing a place at the event in the related ballot.

5. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 14th January – 2nd March 2020:

- 30 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.

6. Property Units - Update

Residential - there were previously two vacant residential properties;

2 Market Road - the refurbishment of this property is now complete, with the unit currently being marketed. A viewing is due to take place week commencing 24th February 2020.

Cemetery Lodge - the refurbishment works to this property are also complete. A new tenant moved in with effect from Friday 14th February 2020.

Flat at 15 Duke Street – notice has been given on this flat, once available any necessary refurbishment works will be undertaken, prior to marketing the unit.

Commercial - there are currently two vacant commercial properties;

15 Duke Street – the position on this property remains as previously reported in that there is still a Lease in place, as a Break isn't available until November 2020. The existing tenant is therefore liable for rent, and to pay utility bills etc until that date. We are however aware that they are currently looking for a new tenant to have the Lease assigned to, which will require consent.

2 East End Stores - as previously reported, the Council accepted a request allowing the vacating of this commercial unit. The organisation involved subsequently requested to stay in the unit until 7th March 2020. The unit is currently being marketed.

5 East End Stores – as Council will be aware, a Break Clause was invoked on this unit, and it became available on 15th February 2020. An expression of interest has been received with a viewing taking place on 26th February. If an update is available, it will be provided at the Meeting.

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

Prepared by;
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