

## Assistant to the Town Clerk's Report

(June/July 2017)

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### 1. Dates for your diary

Civic Service	Sunday 24 <sup>th</sup> September 2017 (date now confirmed)
MacMillan Coffee Morning	Friday 29 <sup>th</sup> September 2017
Remembrance Sunday Service	Sunday 12 <sup>th</sup> November 2017
Mayor's Christmas Party	Monday 18 <sup>th</sup> December 2017 (date now confirmed)
Civic Ball	Friday 13 <sup>th</sup> April 2018

### 2. Mayor's Charity

The Mayor has chosen Tavistock Physically Challenged Group as his charity for his 2017-2018 Mayoral Year.

The Group enables people with disabilities to access opportunities for social interaction and support. The Group has about 30 members and 10 volunteers, and they meet twice a month usually for lunch or afternoon tea, travelling all over Devon and Cornwall. The Group also holds meetings where they have guest speakers, play games and have musical entertainment.

### 3. MacMillan Coffee Morning

As explained in my e-mail of the 6<sup>th</sup> July 2017, we will again be holding a MacMillan Coffee Morning in the Council Chamber on Friday 29<sup>th</sup> September 2017.

As previously, all donations of cakes, biscuits, savouries, tea, coffee, milk and sugar will be gratefully received. We also hope that as many Councillors, staff, friends and family will attend as possible, to raise funds for this very worthwhile Charity.

Further updates and reminders will be sent as the event approaches, but 'thank you' to those who have already promised donations and attendance.

It would be wonderful if we could beat last year's total of £ 131.96.

### 4. Activity Log

#### MEETING/CONFERENCE ACTIVITY LOG

CIVIC YEAR 2017-2018  
(COUNCILLOR ATTENDANCE)  
(21<sup>st</sup> June – 24<sup>th</sup> July 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
27 <sup>th</sup> June 2017	Chairmanship Short Course	South Molton	DALC	-

## Agenda Item

11 <sup>th</sup> July 2017	Chairmanship Short Course	Ivybridge	DALC	-
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### **5. Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 21<sup>st</sup> June – 24<sup>th</sup> July 2017:

- 15 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)
- 1 wedding (booked before Licence was revoked)

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 Update**

There are currently no vacant residential properties.

Unit 3, East End Stores – this unit is vacant, however a decision has been made not to 'let' it (other than on a near term or 'pop up' basis) in the short term as it will be used during the upcoming Duke Street re-pointing works, and during the Pannier Market roof works early in 2018.

The unit will be marketed again once it is no longer being used for these purposes.

### **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. A review is being undertaken of operating capacity and associated staffing matters and support provided in relation to the two current and one potential insurance matters.

Events for Mayor's Diary: The events for June 2017 are posted on the Council's website.

Prepared by;  
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