

## **AGENDA ITEM 10a**

Assistant to the Town Clerk's Report March/April 2021  
For Council Meeting 26<sup>th</sup> April 2021

### **ITEM REQUIRING A DECISION**

1. West Devon BT Payphone Kiosk Removal Consultation (Hazel Road, Tavistock) – due to the timescales and deadline for the Council's response (required by 16<sup>th</sup> May 2021), this matter has been considered by the members of TTC's Development Management & Licensing Committee informally.

Of the 7 responses received, the views of the Committee members were as follows;

To 'support' the removal of the kiosk - 5 votes

To 'object' to the removal of the kiosk - 2 votes

Concerns were raised that;

- it might be the only phone access for some people;
- the usage over the previous 12 months might not be representative due to the pandemic, so perhaps any decision should be postponed for a year

Queries were raised;

- if the kiosk might be re-purposed to possibly house a defibrillator; and
- if the usage figures included emergency calls

RECOMMENDED THAT Tavistock Town Council 'support' the proposal to remove the telephone kiosk at Hazel Road, Tavistock, for the following reasons;

- it was difficult to justify the retention based on the very low usage over the previous 12 months. This could be demonstrated by the kiosk being full of dust and spiders;
- there is good landline and mobile phone coverage in the area, especially due to it being a relatively new estate

### **ITEMS FOR INFORMATION**

2. Key Dates for all Councillors' diaries

Friday 24<sup>th</sup> September 2021

Civic Ball\*

\*If future COVID restrictions/Government guidance allow. Invitations will be sent June 2021 if event proceeding.

3. Access to the Council Office Building

Plans are currently being considered to allow for safe access to the Council Office Building for staff, Councillors and members of the public, in consultation with affected staff. This will involve a phased return to office-working for the administration team over the next quarter.

Safe systems of work and a re-configuration of working spaces will be implemented, in consultation with staff and the Council's tenants within the building, to ensure all are confident to return to office-working.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG  
CIVIC YEAR 2020-2021

## COUNCILLOR ATTENDANCE between 9<sup>th</sup> March – 25<sup>th</sup> April 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
16 <sup>th</sup> March 2021	Introduction to VAT	Virtual	DALC	Nil
18 <sup>th</sup> March 2021	Finance for Councillors	Virtual	DALC	Nil
20 <sup>th</sup> April 2021	Essential Social Media Skills for Councillors	Virtual	DALC	Cllrs A Hutton, Mrs A Johnson and B Smith

### 5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 9<sup>th</sup> March – 25<sup>th</sup> April 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 will shortly be two vacant residential properties, the Flat at 15 Duke Street and 1 Market Road. Once the tenants have vacated and any remedial works have been undertaken, both properties will be marketed.

Commercial - there are currently two vacant commercial properties. The details for the confirmed units are as below;

3 East End Stores – A Lease is currently being drafted for this property, and we anticipate the new tenants moving in shortly.

3 Pannier Market – this property, which became available on 1<sup>st</sup> April 2021, is currently being marketed. Several expressions of interest have already been received.

Update;

12 Duke Street – the new tenants of this property took occupancy from 1<sup>st</sup> April 2021.

### 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. It has also facilitated a response to the BID Survey on behalf of the Council, in consultation with the Mayor, Deputy Mayor and Immediate Past Mayor.

### 8. 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.

## 9. Insurance –

the Council's general combined insurance has been re-let through its brokers WPS Hallam, the successful company being Military Mutual Limited. A copy of the applicable cover schedule is attached at Appendix 1.

## 10. Operations London & Forth Bridges –

preparatory/scoping work had previously been undertaken in connection with both these Operations.

Operation Forth Bridge – following the passing of Prince Philip recently, Operation Forth Bridge was instigated as soon as the news was officially announced.

Tavistock Town Council's website was updated to provide information, which included;

- a statement of condolence written by the Mayor of Tavistock;
- the front page turned black as a mark of respect, also showing a copy of an official photo of the Duke of Edinburgh;
- a link to the online national Book of Condolence;
- details of how donations, in lieu of flowers, could be made to charities which the Duke of Edinburgh had supported;
- details of where flowers could be laid (St Eustachius' Churchyard);

In addition;

- the Union Flag on the Town Hall was lowered to half-mast as soon as the news was announced, and remained so until 8am on Sunday 18<sup>th</sup> April 2021, which signified the end of the national mourning period;
- the Town Hall, Guildhall and Churchyard were also lit with purple uplighters as a mark of respect.;
- a letter was sent from the Mayor of Tavistock to the Queen's Private Secretary conveying condolences to The Queen and Royal Family on behalf of Tavistock Town Council, and the residents of the town.

## 11. Southern Links Committee –

as requested by Council a request has been submitted for an item to be tabled at a future meeting regarding arrangements provided by the statutory undertakers in connection with localised and other flood incidents.

Report prepared by  
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