

**Assistant to the Town Clerk’s Report September/October 2022**

For Council Meeting 18<sup>th</sup> October 2022

1. Key Dates for all Councillors’ diaries;

Sunday 23 <sup>rd</sup> October 2022	Civic Service
Sunday 13 <sup>th</sup> November 2022	Remembrance Sunday Service
Monday 19 <sup>th</sup> December 2022	Mayor’s Christmas Party
Thursday 16 <sup>th</sup> March 2023	Grants Presentation Evening (Grants Panel members only)
Friday 21 <sup>st</sup> April 2023	Civic Ball
Monday 24 <sup>th</sup> April 2023	Mayor’s End of Term Party

2. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 13<sup>th</sup> September - 17<sup>th</sup> October 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
14 <sup>th</sup> September 2022 6pm – 7pm	Being a Good Councillor – Part 4 The Council in the Community	Virtual	DALC	None
17 <sup>th</sup> October 2022 6.00pm – 8.00pm	Responding to Planning Applications	Virtual	DALC	Cllr Mrs A Johnson Cllr B Smith Cllr P Squire

3. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 13<sup>th</sup> September – 17<sup>th</sup> October 2022;

- 17 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)

4. Property Units Update

Residential – there were previously two vacant residential properties;

- Cemetery Lodge – following an extended period of refurbishment works, this property will have new tenants with effect 1<sup>st</sup> November 2022;
- 1 Market Road – as previously reported, the previous tenant vacated the cottage on

30<sup>th</sup> April 2022. The property requires some re-decoration and remedial works prior to re-letting. A contract has been let, with works hopefully starting mid-late October 2022. To date, 4 expressions of interest have been received from potential tenants.

Commercial -

- 13 Duke Street is currently vacant, however a new tenant has been identified who will take possession of the shop on 1<sup>st</sup> December 2022, with a view to re-opening the shop early in the New Year.

5. 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.
6. 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)