

**Assistant to the Town Clerk’s Report April 2024**

For Council Meeting 23<sup>rd</sup> April 2024

1. Key Dates for all Councillors’ diaries for this Civic Year;

Friday 26 <sup>th</sup> April 2024	Civic Ball 2024
Thursday 9 <sup>th</sup> May 2024 (please note change of date)	Grants Presentation Evening (Grants Panel members only)
Thursday 6 <sup>th</sup> June 2024	Lighting of a Beacon to commemorate the 80 <sup>th</sup> Anniversary of D-Day (9.15pm on Whitchurch Down)

2024 – 2025 Civic Year

Sunday 20 <sup>th</sup> October 2024	Civic Service
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2. Annual Photo of Council

Please be advised that the annual photo of Council will take place at 6pm on **Tuesday 14<sup>th</sup> May 2024**, immediately prior to the start of the Annual Meeting of Council. All Councillors are requested to attend.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2023-2024

COUNCILLOR ATTENDANCE between 12<sup>th</sup> March 2024 – 22<sup>nd</sup> April 2024;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND  <i>N.B. Councillors’ names in italics indicate that these were a ‘no show’</i>
Booked 5 <sup>th</sup> June 2023	Cyber Awareness Training	Virtual	SW Councils via DALC	Outstanding – Cllr Ms M Ewings  N.B. To be completed within 3 months of booking
Booked 5 <sup>th</sup> June 2023	Personal Safety Essentials	Virtual	SW Councils via DALC	Outstanding - Cllr Ms M Ewings  N.B. To be completed within 3 months of booking
N/a	Introduction to Local Councils	(E-learning)	Via DALC	None
N/a	Standards in Public Life	(E-learning)	Via DALC	None

18 <sup>th</sup> March 2024 6.00pm – 7.00pm	Being a Good Councillor Part 1 Roles & Responsibilities	Virtual	DALC	None
25 <sup>th</sup> March 2024 12.00pm – 2.30pm	Being a Good Employer	Virtual	DALC	None
26 <sup>th</sup> March 2024 1.00pm – 2.00pm	Being a Good Councillor Part 3 Local Council Meetings	Virtual	DALC	None
15 <sup>th</sup> April 2024 6.00pm – 7.00pm	Being a Good Councillor Part 2 Powers, Duties and the Precept	Virtual	DALC	None
16 <sup>th</sup> April 2024 1.00pm – 2.00pm	Being a Good Councillor Part 4 The Council in the Community	Virtual	DALC	None
22 <sup>nd</sup> April 2024 6.00pm – 8.00pm	Chairing Local Council Meetings	Virtual	DALC	None

#### 4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 12<sup>th</sup> March – 22<sup>nd</sup> April 2024:

- 8 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)

#### 5. Property Units Update

Residential – there is currently one vacant residential property:

- 1 Market Road – as previously reported, this property was previously being used as a welfare facility during the Town Hall works period. Please refer to the Budget & Policy Committee Minutes from 9<sup>th</sup> April 2024, in respect of the potential future usage.
- 2 Market Road – this until became vacant on 24<sup>th</sup> March 2024. Refurbishment works will be required prior to future letting.

Note - As outlined at the Budget & Policy Committee Meeting on 16<sup>th</sup> January 2024, a Councillor visit to the two properties above is now being arranged by the Works Department.

Commercial –

- Duke Street – we are aware that the tenant in one unit does not plan to renew their Lease when it expires in June 2024. Therefore, marketing of this unit will start

shortly;

- 15 Duke Street - as previously reported, the property became vacant on 31<sup>st</sup> January 2024. The unit is being actively marketed by the Council's Surveyor.

Note – any further information of a more specific nature as might relate to any particular tenant(s) will need to be picked up under the relevant part of the next section (confidential) of the Agenda.

6. 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.

7. Website & Accessibility update

Booking forms/schedules of charges for various Council activities and other postings are assessed on an ongoing basis and will be updated, where necessary, to ensure compliance with the regulations. Overall site compliance is reviewed annually.

The Council has been advised that the current host platform service for our website is being upgraded in January, 2025. Therefore, we have transferred our service to JISC Domain Services in anticipation of this change and will be actively developing options and tendering website replacement prior to then.

8. Legal Services

In the early part of 2024 arrangements will be made to either re-tender or renegotiate legal services for the Council, in view of the timeframe for current arrangements. A review of present arrangements, including with our provider, will be undertaken to help inform next steps.

9. Lettable Properties and Energy Performance

Energy Performance Certificates (EPC's) and Display Performance Certificates (DPC's) are in certain circumstances a requirement for the letting of properties. However, the position lacks clarity regarding certain classes of Listed premises. Further information is being sought prior to upcoming changes in minimum thresholds for eligible premises in light of recent Government announcements.

10. Staff Handbook

The Staff Handbook is currently being reviewed to ensure that various sections continue to represent current legal and other relevant standards. This will be undertaken on a modular basis, with an initial focus on those areas where most change is anticipated.

Report prepared by

Jan Smallcombe (Assistant to the Town Clerk)