



12 <sup>th</sup> August 2021 (6.30pm – 8.30pm)	Data Protection for Councillors	Virtual	DALC	Nil
17 <sup>th</sup> August 2021 (6pm – 8pm)	Public Speaking for Councillors	Virtual	DALC	Nil
19 <sup>th</sup> August 2021 (6pm – 8pm)	Social Media Skills for Councillors	Virtual	DALC	Nil
26 <sup>th</sup> August 2021	Chairing Virtual Meetings & Events	Virtual	DALC	Nil
8 <sup>th</sup> September 2021 (6.30pm – 8.30pm)	Public Speaking for Councillors	Virtual	DALC	Nil
9 <sup>th</sup> September 2021	Internal Controls	Virtual	DALC	Nil
9 <sup>th</sup> September 2021 (6pm – 8pm)	Data Protection for Councillors	Virtual	DALC	Nil

#### 5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 27<sup>th</sup> July – 14<sup>th</sup> September 2021;

- 4 non-chargeable meeting (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)

#### 6. Property Units Update

Residential – there are currently no available residential properties.

Commercial - there were previously two vacant commercial properties. Updates on these properties are as follows;

- 3 Pannier Market – as previously reported, this unit was utilised as a 'pop up' shop by one of the Council's commercial tenants from 1<sup>st</sup> June to 31<sup>st</sup> August 2021. Terms have been agreed on a Lease for a long term tenant, with the Lease currently being drafted. We anticipate the new tenants moving in shortly.

#### 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 of arrangements for Member email accounts was undertaken, migration is being arranged and administration is being provided regarding enquiries in connection with Drake's Statue. Reopening of the office to the public on a sustainable Covid-safe footprint is being scheduled to occur at the end of September.

#### 8. 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

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