

Assistant to the Town Clerk's Report (May/June 2019)

1. Key Dates for all Councillors' diaries

OSSR Presentation	Tuesday 2 nd July 2019 (at DM & L Meeting)
Finance Training	Tuesday 30 th July 2019 (prior to Council Meeting)
Civic Service	Sunday 29 th September 2019 (please note change of date)
Remembrance Sunday Service	Sunday 10 th November 2019
Mayor's Christmas Party	Monday 16 th December 2019
Tavistock Civic Ball	Friday 24 th April 2020
Mayor's End of Term Party	Monday 11 th May 2020
Grants Presentation Evening	Thursday 14 th May 2020

Please make the necessary arrangements to ensure that you can attend these Civic functions and training events.

2. Register of Interests Forms

The Borough Council advised that six Members of the Town Council failed to submit their Register of Interests Forms to West Devon Borough Council within the statutory deadline of 28 days following appointment as a Councillor. This was despite being reminded on several occasions at different events i.e. when signing their Declaration of Acceptance of Office forms, at Full Council and on the Councillors' Tour of Tavistock as well as by email.

A copy of your Register is also required for the Town Council's records. For those who have not yet done so please provide me with a copy of the original.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2019-2020
(COUNCILLOR ATTENDANCE)
(3rd May – 24th June 2019)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
28 th May 2019	Members' Code of Conduct Training	Council Chamber	TTC	The following attended:- Cllrs Ms L Crawford, J Ellis, A Hutton, Mrs A Johnson,

Agenda Item 12a

				A Lewis, Mrs U Mann, Mrs G Parker, G Parker, B Smith, P Squire, A Venning, P Ward, P Williamson
30 th May 2019	Councillors' Tour of Council-owned land/property	Tavistock	TTC	The following attended:- Cllrs Ms L Crawford (1/2 session), J Ellis, Mrs M Ewings, A Fey, A Hutton, Mrs A Johnson, Mrs G Parker, G Parker, B Smith, P Squire
5 th June 2019	Being a Good Councillor	Ivybridge	DALC	Ms L Crawford, J Ellis, Mrs U Mann, Mrs G Parker, G Parker
11 th June 2019	Being a Good Councillor	Exeter	DALC	P Williamson
12 th June 2019	Chairmanship	Exeter	DALC	Ms L Crawford, B Smith, P Williamson
18 th June 2019	Finance for Councillors	The Devon Rural Hub Cheriton Bishop	DALC	Ms L Crawford, J Ellis, Mrs M Ewings, Mrs G Parker, B Smith, P Williamson
19 th June 2019	Tour of the Guildhall	Tavistock	TTC/THT	J Ellis, Mrs M Ewings, Mrs A Johnson, Mrs G Parker, P Ward
20 th June 2019	Being a Good Councillor	Tiverton	DALC	T Fey, A Venning

4. **Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 28th May – 24th June 2019:

- 12 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)

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.

5. **Property Units Update**

Residential - there is currently one vacant residential property, which will be re-let once minor refurbishment has been undertaken.

Commercial - there has been one vacant commercial property during the Pannier Market public realm works, as 3 East End Stores was utilised as a welfare facility during this period. However, once the contractors have vacated the unit a new tenant will be taking occupancy.

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 including reviewing compliance against the Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018.

Events for Mayor's Diary as below:

Prepared by;
Jan Smallacombe
Assistant to the Town Clerk