

Assistant to the Town Clerk's Report (September/October 2019)

1. Key Dates for all Councillors' diaries

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 events.

2. Civic Service

Over 150 people attended this year's Civic Service, and the after-service reception in the Town Hall.

As previously, the funds raised during the collection will be split 50/50 between Church funds and the Mayor's Charity (The New Tavistock Youth Café). We await details of how much was raised.

3. Goose Fair Lunch

Over 80 people attended the Goose Fair Lunch in the Town Hall, on Thursday 10th October 2019.

Council staff and Councillors were joined by invited guests and representatives of the partner organisations which helped to deliver the event.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2019-2020 (COUNCILLOR ATTENDANCE) (9th September – 21st October 2019)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
11 th September 2019	Planning	Cheriton Bishop	DALC	-
24 th September 2019	Standards & Governance	Kilworthy Park Tavistock	WDBC	Cllr P Squire Cllr P Ward Cllr Mrs M Ewings attended as a Borough

Agenda Item 9a

				Councillor Town Clerk/ATTC
8 th October 2019	Budgets & Precepts	Cheriton Bishop	DALC	-
15 th October 2019	Being a Good Councillor	Cheriton Bishop	DALC	-
17 th October 2019 (10am-1pm)	Introduction to VAT	Exeter Racecourse	DALC	-
17 th October 2019 (2pm - 4pm)	Finance for Councillors	Exeter Racecourse	DALC	-

5. **Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 9th September – 21st October 2019:

- 20 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.

6. **Property Units Update**

Residential - there is currently one vacant residential property, which will be re-let once minor refurbishment has been completed. We have also been served notice on a second residential unit, which again will be re-let once minor refurbishment works have been completed.

Commercial - there are currently no vacant commercial properties, however Council accepted a request at its September Meeting to allow the vacating of a commercial unit.

A Break Clause has also been invoked on a commercial unit in the Pannier Market perimeter, which will take effect from February 2020. We have also been made aware that another tenant may invoke their Break Clause during 2020.

All three units will be marketed as soon as possible after they become available.

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

Events for Mayor's Diary are available on the website:

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