

Assistant to the Town Clerk's Report

(March/April 2017)

1. Dates for your diary

Civic Ball	Friday 28 th April 2017
Grants Presentation Evening	Thursday 11 th May 2017
Mayor's End of Term Party	Monday 15 th May 2017
Garden Festival 2017	Sunday 28 th May/Monday 29 th May 2017

2. Garden Festival – Spring Bank Holiday 28th/29th May 2017

Please see an update on the planning of this event, within the Pannier Market Report.

3. Staffing Matters

Interviews for the Office Administrator (Financial Support) role will take place on 12th April 2017. It is planned that a permanent member of staff will start in the role in May 2017, or sooner if no notice period is required.

Also, as reported previously, a report regarding the establishment issues within the Administration Office will be submitted to the Budget & Policy Sub-Committee Meeting due to be held on 11th April 2017. Once a decision has been reached, a permanent appointment to the Office Administrator (Mayoral Support) role will then be made.

4. Activity Log

MEETING/CONFERENCE ACTIVITY LOG
CIVIC YEAR 2016-2017
(COUNCILLOR ATTENDANCE)
(7th March- 17th April 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
7 th March 2017	New Councillors' Short Course	Devon Communities Together Exeter	DALC	-
9 th March 2017	Planning	South Molton	DALC	-
16 th March 2017	SLCC SW Regional Conference	Taunton Rugby Club	SLCC	Cllr C Rogers and the ATTC
21 st March 2017	Preparing for Audit	Devon Communities Together Exeter	DALC	-

5. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 7th March – 17th April 2017:

- 13 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)

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 Update

There are currently no vacant residential properties.

Unit 3, East End Stores – This unit remains vacant, although we are continuing to market it.

Unit 3, Pannier Market – A new tenant completed on their Lease for this unit on Monday 3rd April 2017, with a planned opening day of Saturday 8th April 2017.

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 is being undertaken of operating capacity and associated staffing matters and support provided in relation to the one current and two potential insurance matters.

Events for Mayor's Diary: The events for February and March 2017 are posted on the Council's website.

Prepared by;
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