

Assistant to the Town Clerk's Report

(April - June 2017)

1. Dates for your diary

Civic Service	Sunday 24 th September 2017 (provisional - tbc)
Remembrance Sunday Service	Sunday 12 th November 2017
Mayor's Christmas Party	Monday 18 th December 2017 (provisional - tbc)
Civic Ball	Friday 13 th April 2018

2. Staffing Matters

As previously reported, Mrs Sue Williamson (sue.williamson@tavistock.gov.uk) has been appointed to the Office Administrator (Financial Support) post, with effect from 2nd May 2017.

As previously agreed by Council, we will continue with a full-time 'temp' in the Office Administrator (Mayoral Support) post until there is more certainty regarding the move to the Guildhall, and future staffing requirements are known.

3. Civic Ball 2017

A very successful Civic Ball took place on Friday 28th April 2017, with over 120 people in attendance.

Music was provided by 'Blue Croon', with the outgoing Mayor's Consort Paul Ewings also providing a disco. Catering was provided by Simply Scrumptious.

A draw run by the Tavistock Dementia Action Alliance raised over £ 600 for the Mayor's Charity at the Ball, with several lovely prizes having been donated by local businesses.

4. Mayor's Charity

The outgoing Mayor was delighted to present the Charity she had chosen for her Mayoral Year (Tavistock Dementia Action Alliance) with a cheque for £ 1,102.60, which had been raised at various events during the year.

5. Grants Presentation Evening

The Grants Presentation Evening again took place in the Town Hall this year, on Thursday 11th May 2017.

The outgoing Mayor, and fellow Councillors, were joined by representatives of the 14 groups, clubs and charities who had been successful in securing a Grant from the Town Council. The total amount distributed was just over £ 18,000.

6. Mayor's End of Term Party

Over 50 people attended the outgoing Mayor's End of Term Party, which took place in the West Devon Club on Monday 15th May 2017.

Guests enjoyed a lovely buffet, with the Mayor being presented with a necklace from her Councillor colleagues, and a photo album commemorating her Mayoral Year from the Administration Office staff.

7. Activity Log

MEETING/CONFERENCE ACTIVITY LOG

CIVIC YEAR 2016-2017 and 2017-2018

(COUNCILLOR ATTENDANCE)

(18th April – 20th June 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
15 th May 2017	South Devon & Dartmoor Community Safety Partnership Forum	Rattery Village Hall Rattery South Brent	South Hams, West Devon and Teignbridge Councils	Cllrs Mrs M Ewings, P Ward and P Squire
16 th May 2017	New Councillor Short Course	Ivybridge	DALC	-
23 rd May 2017	Introduction to Social Media	Exeter	DALC	Cllr P Ward
13 th June 2017	Chairmanship Short Course	Exeter	DALC	Cllr P Ward

8. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 18th April – 20th June 2017:

- 23 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.

9. Property Update

There are currently no vacant residential properties.

Unit 3, East End Stores – this unit is vacant, however a decision has been made not to 'let' it (other than on a near term or 'pop up' basis) in the short term as it will be used during the upcoming Duke Street re-pointing works, and during the Pannier Market roof works early in 2018.

The unit will be marketed again once it is no longer being used for these purposes.

- 10. 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 two current and one potential insurance matters.

Events for Mayor’s Diary: The events for April and May 2017 (to the end of the previous Civic Year) are posted on the Council’s website.

Prepared by;
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