

Assistant to the Town Clerk's Report (August/September 2020)

1. Key Dates for all Councillors' diaries

Tavistock Civic Ball

Friday 30th April 2021

2. Concession holders

Ice Cream Van – this License Holder returned to full rent with effect from 1st August 2020, and will remain so for the remainder of this year's trading period (finishes 30th September 2020).

Burger Van – as previously reported, this trader has not operated since the beginning of lockdown due to the lack of a night-time economy during the pandemic. An update is provided elsewhere on the Agenda for this Meeting.

3. COVID-19 Grant Applications

To date, the following applications have been received;

Name of organisation	Amount requested	Amount allocated
Tavistock Locals Help	£1,000	£1,000
Tavistock Area Christians Together	£ 100	£ 100
Citizen's Advice	£ 4,000	£ 4,000
Tav Scrubs Hub	£ 500	£ 500
The Robey Trust	£ 900	Not successful
Peak Academy	£ 1,000	Not successful
Tavistock Locals Help Trust	£ 4,000	Assessment being undertaken
Total applied for/Awarded	£ 11,500	£5,600

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2020-2021
(COUNCILLOR ATTENDANCE)
(28th July - 15th September 2020)

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
27 th July 2020	Chairing Remote Meetings	Zoom Meeting	DALC	Nil
20 th August 2020	Chairing Remote Meetings	Zoom Meeting	DALC	Cllr Mrs A Johnson
25 th August 2020	Building Back Stronger Communities	Remote Meeting	NALC	Councillors Mrs U Mann & G Parker
8 th September 2020	Chairing Remote Meetings	Zoom Meeting	DALC	Nil
8 th September 2020	Being a Good Councillor	Kingsteignton	DALC	Nil

	(Short Course)			
14 th September 2020	Planning	Okehampton	DALC	Nil
15 th September 2020 22 nd September 2020 29 th September 2020 6 th October 2020	Being a Good Councillor (4-part Training)	Zoom Meetings	DALC	Nil

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 28th July - 15th September 2020:

- 1 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)

Note – during Covid bookings are not available.

6. Property Units Update

Residential - there had previously been one vacant residential property;

Flat at 15 Duke Street – new tenants moved into this property on the 4th September 2020.

Commercial - there are currently three vacant commercial properties, with potentially three more becoming vacant shortly. However, the occupation of one of the units is due to take place soon, as detailed below;

4 Pannier Market – A new Lease has been signed on this property, and it is anticipated that the new tenants will take occupation soon.

2 East End Stores - A new tenant has been identified and terms agreed. The new tenants are due to move in on Friday 11th September 2020.

3 East End Stores – An expression of interest has been received on this property, negotiations via the Council’s Letting Agent are currently taking place.

5 East End Stores – New tenants moved into this unit on the 20th August 2020.

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.

8. Website Accessibility

Arrangements have been made (see elsewhere on this Agenda) to secure initial compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 by the required date of 23rd September, 2020 through publication of an Accessibility Statement. An improvement plan is also being prepared to show how the Council will narrow the ‘accessibility gap’.

Report prepared by
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