

## Assistant to the Town Clerk's Report (March/April 2019)

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### 1. Dates for your diary

Mayor's End of Term Party                      Monday 13<sup>th</sup> May 2019\*

Grants Presentation Evening                      Thursday 16<sup>th</sup> May 2019\*

\* All Councillors, including those who have chosen not to stand at the forthcoming election, will be invited to both the Mayor's End of Term Party and the Grants Presentation Evening, so please note these dates in your diary.

Invitations to both events will follow in due course.

### 2. Civic Ball

Over 140 people attended the Civic Ball on Friday 29<sup>th</sup> March 2019. Over £ 1,100 was raised for the Mayor's Charity (Tavistock Area Children's Centre) from the raffle and silent auction. 14 prizes were donated by local businesses for the raffle, with the prize for the silent auction being a meal for 4 people cooked by the Mayor at his house.

### 3. New Councillor Event

The Mayor, Town Clerk and I hosted a 'Prospective Councillor Event' in the Council Chamber on the 6<sup>th</sup> March 2019, with four interested parties attending.

Those attending received a presentation on how the Council works, what can be expected if they become a Councillor, together with an overview of recent and future capital projects the Council has or is undertaking, together with a fellow Councillor's perspective on the role.

### 4. Activity Log

#### CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2018-2019  
(COUNCILLOR ATTENDANCE)  
(5<sup>th</sup> March – 15<sup>th</sup> April 2019)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
26 <sup>th</sup> March 2019	Planning	Exeter	DALC	-
27 <sup>th</sup> March 2019	Preparing for Audit	Exeter	DALC	-
1 <sup>st</sup> April 2019	Devon County Highways Meeting	Tavistock	TTC	Cllr Ms L Crawford, Mrs M Ewings, A Hutton, Mrs A Johnson, Mrs U Mann, T Sanders, J Sheldon,

				P Squire, A Venning, P Ward, P Williamson
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**5. Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 5<sup>th</sup> March – 15<sup>th</sup> April 2019:

- 19 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events)
- 0 chargeable meeting/training session
- 2 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 Units Update**

There currently are no vacant residential or commercial properties.

**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.

Events for Mayor’s Diary:

The events up to March 2019 are posted on the Council’s website.

Prepared by;  
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**Assistant to the Town Clerk**