

Assistant to the Town Clerk's Report November/December 2020
For Council Meeting 15th December 2020

1. Key Dates for all Councillors' diaries

Tavistock Civic Ball Friday 30th April 2021 (subject to Covid)

2. COVID-19 Grant Applications

- A Grant Application for £ 1,000 has been received from the Mary Budding Trust, which was agreed, however the applicant has since withdrawn their application;
- Tavistock Locals Help Trust – as previously reported an application for £ 4,000 was received from this organisation. A conditional grant of £ 1, 500 has been agreed.

3. 3 East End Stores

In partnership with Tavistock Heritage Trust and Tavistock BID Company, these Council-owned premises are being utilised during December as a 'Historical Living Shop'.

4. Jessie Ann Alford Charity

As in previous years, the application period for the Charity started in mid-November, with a deadline of 2nd December 2020 for applications.

Adverts were placed in the local press, on the Council's website, and shared on social media. Posters were also sent to Tavistock Area Support Services (TASS) and Tavistock Foodbank, to publicise the charity.

5 applications were subsequently received, the most received for several years. The Trustees of the Charity are currently assessing the applications. Those applicants who are successful will receive their payments week commencing 14th December 2020.

5. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2020-2021

COUNCILLOR ATTENDANCE between 3rd November – 14th December 2020

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
3 rd November 2020 12 th November 2020 19 th November 2020 24 th November 2020 26 th November 2020	Budgeting	Virtual	DALC	Councillor Mrs G Parker (12 th November)
3 rd November 2020 10 th November 2020 24 th November 2020 2 nd December 2020	Finance for Councillors	Virtual	DALC	Nil

4-part Course 16 th November 2020 23 rd November 2020 30 th November 2020 7 th December 2020	Being a Good Councillor	Virtual	DALC	Nil
17 th November 2020	Financial Briefing	Virtual	TTC	Councillors who attended this Briefing; Ms L Crawford, J Ellis, Mrs M Ewings, A Hutton, Mrs A Johnson, A Lewis, Mrs U Mann, Mrs G Parker, G Parker, H Smith, P Squire, P Ward and P Williamson
23 rd November 2020	Planning	Ivybridge	DALC	Nil
23 rd November 2020	Essential Social Media Skills for Individual Councillors	Webinar	DALC	Councillor Mrs M Ewings
3 rd December 2020	Being a Good Councillor (Short Course)	Exeter Court Hotel	DALC	Nil
3 rd December 2020 7 th December 2020	Budgeting	Virtual	DALC	Nil
9 th December 2020	Data Protection Essentials & Refresher for Councillors	Webinar	DALC	Councillor Mrs M Ewings
10 th December 2020	Internal Controls	Virtual	DALC	Councillor A Hutton

6. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 3rd November – 14th December;

- 0 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.

7. Property Units Update

Residential - there are currently no vacant residential properties.

Commercial - there are currently three vacant commercial properties, although one will be used for a community project during December. As you will see below, a new tenant has been

identified for one of these properties, other details below;

4 Pannier Market – It had been planned that the new tenants would open their new shop on 5th November, however the second COVID lockdown prevented that. The shop did however open on 3rd December 2020 on the end of lockdown, with the Mayor in attendance for the opening ceremony.

3 East End Stores – This unit continues to be marketed following the Council decision to decline a previous approach. See also item 3 above.

12 Duke Street – this unit became available on the 17th November 2020, and is currently being marketed.

15 Duke Street – the previous tenants having invoked their Break Clause, moved out on the 19th November 2020. A new tenant has been identified, with terms having been agreed. The shop will re-open at the beginning of February 2021, following refurbishment by the new tenant.

8. 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.

Website Accessibility update - continued testing of the TTC website pages is taking place. A few errors have been highlighted during this testing and a quote for costs will be obtained from Cosmic once testing is complete and all errors identified. This only applies to errors/issues we are unable to correct ourselves in-house. During the testing "Alt Text" is being added to existing photos/posters and fliers, and "non-compliant" documents are being identified.

Report prepared by
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