

**Assistant to the Town Clerk’s Report January 2023**

For Council Meeting 7<sup>th</sup> February 2023

1. Key Dates for all Councillors’ diaries;

Thursday 16<sup>th</sup> March 2023 Grants Presentation Evening  
(Grants Panel members only)

Friday 21<sup>st</sup> April 2023 Civic Ball

Monday 24<sup>th</sup> April 2023 Mayor’s End of Term ‘Thank you’

2. Financial Administrator

I am pleased to confirm the following completion of a satisfactory probationary period, the new Financial Administrator has been appointed to the post on a permanent basis.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 3<sup>rd</sup> January – 6<sup>th</sup> February 2023;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
4 <sup>th</sup> January 2023 11.00am – 1.00pm	Communicating with your Community Part 2	Virtual	Breakthrough Communications	None
9 <sup>th</sup> January 2023 6.00pm – 8.30pm	Being a Good Employer	Virtual	DALC	None
10 <sup>th</sup> January 2023 10.00am – 11.30am	Internal Controls	Virtual	DALC	None
16 <sup>th</sup> January 2023 6.00pm – 8.00pm	Chairing Local Council Meetings	Virtual	DALC	None
24 <sup>th</sup> January 2023 6.00pm – 8.00pm	Code of Conduct	Virtual	DALC	None
25 <sup>th</sup> January 2023 1.00pm – 2.00pm	Being a Good Councillor Part 3 Local Council Meetings	Virtual	DALC	None
30 <sup>th</sup> January 2023 6.00pm – 7.00pm	Being a Good Councillor Part 1 Roles and Responsibilities	Virtual	DALC	None

1 <sup>st</sup> February 2023	Handling Online Abuse and Intimidation	Virtual	LGA	None
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4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 3<sup>rd</sup> January – 6<sup>th</sup> February 2023;

- 10 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)

5. Property Units Update

Residential – there is currently only one vacant residential property;

- 1 Market Road – following completion of the refurbishment works on this property, a report by the Works Manager will be brought to the Budget & Policy Committee Meeting on 21<sup>st</sup> February 2023, for consideration with regard the future plans for this property.

Commercial - there are currently no vacant commercial properties.

6. 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.

7. Website Accessibility update

Booking forms/schedules of charges for various Council activities are currently being assessed, and will be updated, where necessary, to ensure compliance with the regulations.

Report prepared by  
Jan Smallacombe (Assistant to the Town Clerk)