

Assistant to the Town Clerk's Report (August/September 2018)

1. Dates for your diary

Civic Service	Sunday 23 rd September 2018*
MacMillan Coffee Morning	Friday 28 th September 2018**
Remembrance Sunday Service	Sunday 11 th November 2018***
Civic Ball	Friday 29 th March 2019
Grants Presentation Evening	Thursday 16 th May 2019

2. Civic Service*

As you will all be aware, the Civic Service is scheduled for Sunday 23rd September 2018.

In order that we are able to cater accurately for the reception in the Town Hall, which follows the Service, if you have yet to respond to your invitation I would be grateful if you could now do so as a matter of urgency.

If you are intending to attend, and have yet to advise accordingly, can you please also indicate whether or not you will be bringing a guest with you when you respond.

3. MacMillan Coffee Morning**

As you will all also be aware, we are holding our third MacMillan Coffee Morning on Friday 28th September 2018, in the Council Chamber.

As previously requested, we would gratefully receive all pledges of cakes and biscuits to sell at the event. We would also be grateful if as many of you as possible can attend, and bring as many of your friends and family as you can.

Last year's total raised was just over £ 160, so it would be wonderful if we could beat that total this year for a very worthwhile charity, and a cause which I am sure has touched many of us.

4. Remembrance Sunday Service***

In view of the significance of this year's Remembrance Sunday Service, I have been liaising with Tavistock Heritage Trust and the Royal British Legion with regard to a special partnership event which will take place in the Town Hall, immediately after the Service at the war memorial.

The Mayor and Mayoress, all other Councillors, service personnel, members of the groups which attend the Service (i.e. Scouts/Guides etc) and members of the public will be invited to the Town Hall for refreshments, followed by a presentation by Alex Mettler regarding the war dead from Tavistock in the First World War. It is anticipated that this event will finish at approx. 1.30pm.

More details will follow in due course.

5. Scout Group

As previously reported, a meeting has now taken place with representatives of this Group in connection with non-compliance with the terms of their Lease with regards to sub-letting, and the consequential rent levels.

Negotiations are ongoing.

6. Cemetery Walkabout - Postponed

Members are reminded that the annual Cemetery Walkabout due to take place on Monday 17th September 2018 has been postponed.

7. Newsletter

Discussions are ongoing, but it is looking increasingly unlikely that the Chamber of Commerce will participate in this partnership publication and there is uncertainty regarding the BID Co. If this proves the case, then a re-evaluation of if/how this publication is delivered will be undertaken.

8. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG
CIVIC YEAR 2018-2019
(COUNCILLOR ATTENDANCE)
(31st July – 17th September 2018)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
11 th September 2018	Chairmanship	Exeter	DALC	-

9. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 31st July – 17th September 2018:

- 20 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.

10. Property Units Update

There currently have no vacant residential properties.

15 Pannier Market - a new tenant has taken on a Lease on this unit, and the premises have recently re-opened.

3 East End Stores – will be utilised as a welfare facility for the contractors during the forthcoming Pannier Market Public Realm works. Marketing of the unit is ongoing in the anticipation of a new tenant being identified to take the property as soon as it is available.

We have received a request for the unit to be used as a 'pop up' shop in the run up to Christmas, negotiations are currently ongoing on this proposition.

5 East End Stores - a new tenant has taken on a Lease on this unit with effect from 15th August 2018. It is expected the shop will re-open shortly, if it hasn't already done so

11. 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 report on office staffing was submitted to the Budget & Policy Committee, and subsequently ratified at Full Council on 31st July 2018. Permanent recruitment into the Administration Office will commence in September 2018.

12. Organisational Matters

Following the implementation of the General Data Protection Regulation (GDPR) processes within the organisation are continuing to be put in place.

Events for Mayor's Diary: The events up to August 2018 are posted on the Council's website.

Prepared by;
Jan Smallacombe
Assistant to the Town Clerk