

Assistant to the Town Clerk’s Report August/September 2022

For Council Meeting 13th September 2022

1. Key Dates for all Councillors’ diaries;

Thursday 13 th October 2022	Goose Fair Lunch
Sunday 23 rd October 2022	Civic Service
Sunday 13 th November 2022	Remembrance Sunday Service
Monday 19 th December 2022	Mayor’s Christmas Party
Thursday 16 th March 2023	Grants Presentation Evening (Grants Panel members only)
Friday 21 st April 2023	Civic Ball
Monday 24 th April 2023	Mayor’s End of Term Party

2. Barclays Bank, Tavistock Closure

Following on from the previous update, I can confirm that plans are currently being put in place for the Barclays Banking ‘Hub’ to open in the Pannier Market with effect from a date to be confirmed, expected to be September, (a related presentation is being made elsewhere at this meeting).

As a result of the Branch closure, alternative plans are being put in place for the Council’s own banking arrangements to continue by using the Post Office as an intermediary in Tavistock.

3. Buckingham Palace

Following a letter being sent on behalf of the Mayor and Tavistock Town Council to Her Majesty The Queen, congratulating The Queen on her Platinum Jubilee, on 30th August a letter of response was received from Victoria Tuke, Head of the Queen’s Private Office, conveying The Queen’s gratitude for the message sent.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 26th July to 12th September 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
27 th July 2022	Giving Councils more say on Housing	Virtual	NALC	Cllr Mrs U Mann Cllr P Squire
6 th September 2022	Finance for Councillors	Virtual	DALC	-

8 th September 2022	Procurement	Virtual	DALC	-
12 th September 2022 10am – 11am	DALC Induction	Virtual	DALC	-
12 th September 2022 6pm – 8pm	Chairing Local Council Meetings	Virtual	DALC	-

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 26th July to 12th September 2022;

- 17 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)

6. Property Units Update

Residential – there are currently two vacant residential properties;

- Cemetery Lodge – following an extended period of refurbishment works, this property is now ready to re-let. Several expressions of interest have been received, so this matter will now be progressed;
- 1 Market Road – as previously reported, the previous tenant vacated the cottage on 30th April 2022. The property requires some re-decoration and remedial works prior to re-letting. A contract has been let, with works hopefully starting mid-late October 2022. To date, 4 expressions of interest have been received from potential tenants.

Commercial – as previously advised, we have a commercial property becoming available in late September 2022, on the expiry of the current Lease;

- 13 Duke Street (shop premises only). The unit is currently being marketed via the Council's Letting Agent (Haarer Goss), on the Council's website and via social media. Two expressions of interest have been received which are being progressed by the Letting Agent.

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 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)