

Assistant to the Town Clerk's Report October/November 2022

For Council Meeting 22nd November 2022

1. Key Dates for all Councillors' diaries;

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 Thank you

2. Additional day's holiday 2022-2023

Following the Council's decision, at its Meeting on 26th July 2022, to award staff either an additional day's holiday or a day's pay in the 2022-23 Leave Year, and following consultation, it is proposed that the Council Offices will remain closed on Friday 30th December 2022 to allow office-based staff to take their extra day (in this team all have asked for leave in lieu of pay and are in agreement on that day). This would have been the only day in that week that the office would have been open (the other days being statutory or bank holidays), and historically when this situation has arisen the office is extremely quiet, therefore it is not anticipated that this will materially impact services. In other departments within the organisation Managers have been consulting on usage of the 'additional day' and, in those cases, some staff are choosing to be paid, whilst others are opting for time off at a time of their choosing which will lead to a more blended approach.

3. Civic Service

The Civic Service took place on Sunday 23rd October 2022, with 10 Councillors in attendance together with the High Sheriff of Devon, the Lord Mayor of Plymouth plus other invited guests. The Service was followed by a reception in the Town Hall with approx. 80 guests in attendance.

As previously, the funds from the retiring collection were split 50/50 between the Mayor's Charity (Make a Difference) and the Church. A sum of £ 106.50 was raised for the Charity.

4. Grant Applications

As you will be aware, the closing date for the receipt of Grant applications was 1st November 2022. At that date, 8 applications had been received.

These applications will be considered by the Grants Panel at its meeting on Wednesday 16th November, with the recommendations being forwarded to the Budget & Policy Committee Meeting scheduled for 13th December 2022. The final decision on Grants to be allocated will take place at the Council Meeting scheduled for 3rd January 2023.

5. Jessie Ann Alford Charity

The application period for those who wish to apply for a disbursement from the Jessie Ann Alford Charity has opened, with a deadline for applications of 1st December 2022.

Once the deadline has been reached, the Trustees will be asked to assess the applications received. The successful applicants will receive their cash payments before Christmas.

6. General property matters

Discussions are in hand regarding a request for a wayleave from Scottish Power on behalf of a tenant at the Wharf, subject to Council legal costs being met by the applicant.

7. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 17th October – 21st November 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
17 th October 2022 6.00pm – 8.00pm	Responding to Planning Applications	Virtual	DALC	Cllr Mrs A Johnson Cllr B Smith Cllr P Squire (non- attendance)
19 th October 2022 6.00pm – 7.00pm	Being a Good Councillor Part 2 Powers, Duties and the Precept	Virtual	DALC	None
27 th October 2022 10.30am – 12.00pm	Personal Safety and Handling Online Abuse and Intimidation	Virtual	LGA	Cllr Mrs U Mann
16 th November 2023 6.00pm – 7.00pm	Being a Good Councillor Part 3 Local Council Meetings	Virtual	DALC	None

8. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 18th October – 21st November 2022;

- 13 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)

9. Property Units Update

Residential – there is currently only one vacant residential property;

- 1 Market Road – as previously reported, once refurbishment works have been completed then this property would be available to 'let'. Several expressions of interest have been received, which will be progressed.

Commercial - there are currently no vacant commercial properties.

10. 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.
11. 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
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