Assistant to the Town Clerk's Report August/September 2021 For Council Meeting 14th September 2021

1. Key Dates for all Councillors' diaries

Monday 20th September 2021

*End of Term Party (for immediate past

Mayor, Councillor Mrs Johnson)

*If you have yet to respond to your invitation to the above event, can I please ask that you do so by the deadline of Friday 10th September, 2021

Friday 24th September 2021 Civic Ball (to be hosted by immediate past Mayor,

Councillor Mrs Johnson)

Sunday 7th November 2021 Civic Service

Sunday 14th November 2021 Remembrance Sunday Service

Monday 13th December 2021 Mayor's Christmas Party

Friday 8th April 2022 Civic Ball (to be hosted by current Mayor)

Please make the necessary arrangements to ensure that you can attend these Civic functions and events.

2. Reception Office

The finance/administration team has now returned to full-time working in the Council Office building, with the Reception desk now to be sited in the front office on the ground floor to provide a more sustainable basis for future operations when the offices reopen.

We anticipate re-opening the office to the public on Monday 27th September 2021, once holidays are complete, due to a lack of staff whilst annual leave is being taken.

3. Tavistock Tennis Club

As requested by Members, a demonstration of the Tennis Club's proposed Practice Board took place on Wednesday 1st September to which 3 or 4 Councillors attended.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 27th July – 14th September 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
4 th August 2021	Chairing Virtual Meetings & Events	Virtual	DALC	Nil
10 th August 2021	Get in front of the camera	Virtual	DALC	Nil

12 th August 2021 (6.30pm – 8.30pm)	Data Protection for Councillors	Virtual	DALC	Nil
17 th August 2021 (6pm – 8pm)	Public Speaking for Councillors	Virtual	DALC	Nil
19 th August 2021 (6pm – 8pm)	Social Media Skills for Councillors	Virtual	DALC	Nil
26 th August 2021	Chairing Virtual Meetings & Events	Virtual	DALC	Nil
8 th September 2021 (6.30pm – 8.30pm)	Public Speaking for Councillors	Virtual	DALC	Nil
9 th September 2021	Internal Controls	Virtual	DALC	Nil
9 th September 2021 (6pm – 8pm)	Data Protection for Councillors	Virtual	DALC	Nil

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 27th July – 14th September 2021;

- 4 non-chargeable meeting (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)

6. Property Units Update

Residential – there are currently no available residential properties.

Commercial - there were previously two vacant commercial properties. Updates on these properties are as follows;

• 3 Pannier Market – as previously reported, this unit was utilised as a 'pop up' shop by one of the Council's commercial tenants from 1st June to 31st August 2021. Terms have been agreed on a Lease for a long term tenant, with the Lease currently being drafted. We anticipate the new tenants moving in shortly.

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. A review of arrangements for Member email accounts was undertaken, migration is being arranged and administration is being provided regarding enquiries in connection with Drake's Statue. Reopening of the office to the public on a sustainable Covid-safe footprint is being scheduled to occur at the end of September.

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)