

Assistant to the Town Clerk’s Report May/June 2024

For Council Meeting 11th June 2024

1. Key Dates for all Councillors’ diaries for this Civic Year;

Sunday 20 th October 2024	Civic Service
Sunday 10 th November 2024	Remembrance Sunday Service
Monday 16 th December 2024	Mayor’s Christmas Party
Friday 11 th April 2025	Civic Ball 2025
Monday 28 th April 2025	Mayor’s End of Term Event
Thursday 15 th May 2025	Grants Presentation Evening

2. Civic Ball 2024

Over 125 guests enjoyed the outgoing Mayor’s Civic Ball on Friday 26th April 2024. Entertainment was provided by Tokyo Red and DJ Banny, with the catering being provided by Four Elements Catering. A raffle and Silent Auction raised £ 1, 493.50 for this very worthwhile, local Charity (see below).

3. Mayor’s Charity 2023 – 2024

The Mayor’s Charity for 2023 – 2024 was the Tavistock Memory Café. Funds for the Charity were collected at both the Civic Service and Civic Service, with representatives of the Charity being presented with a cheque for a total of £ 1, 644.50 at this year’s Annual Meeting of Council.

4. Work Experience Placement

It has been agreed that a Year 10 student from Tavistock College will join the admin office for a week’s Work Experience, from Monday 24th June 2024 for which appropriate safeguarding arrangements will be put in place. If possible, it is planned that the student will also spend time in the Pannier Market, Town Hall and Works Dept. experiencing the administration aspects of those functions of the Council.

5. Change to ATTC working pattern

I would advise that my working pattern will change from Monday 3rd June 2024. I will still work a 37-hour week, but will work a 9-day fortnight i.e. I will complete my 74 hours in 9 working days, rather than 10, primarily having every second Friday off. I will of course flex which day I take off depending on events which may happen on a Friday e.g. the Civic Ball.

6. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2023-2024 & 2024-2025

COUNCILLOR ATTENDANCE between 23rd April – 10th June 2024;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
				<i>N.B. Councillors’ names in italics indicate that these were a ‘no show’</i>
Booked 5 th June 2023	Cyber Awareness Training	Virtual	SW Councils via DALC	Outstanding – Cllr Ms M Ewings

				N.B. To be completed within 3 months of booking
Booked 5 th June 2023	Personal Safety Essentials	Virtual	SW Councils via DALC	Outstanding - Cllr Ms M Ewings N.B. To be completed within 3 months of booking
N/a	Introduction to Local Councils	(E-learning)	Via DALC	None
N/a	Standards in Public Life	(E-learning)	Via DALC	None
13 th May 2024 6.00pm – 7.00pm	Being a Good Councillor Part 3 Local Council Meetings	Virtual	DALC	None
2024 – 2025 Civic Year				
15 th May 2024 1.00pm – 2.00pm	Being a Good Councillor Part 1 – Roles & Responsibilities	Virtual	DALC	None
21 st May 2024 10.00am	Finance for Councillors	Virtual	The Parkinson Partnership via DALC	None
21 st May 2024 6.30pm – 8.00pm	Planning Enforcement, Appeals and Planning Obligations	Virtual	DALC	Cllr B Smith
22 nd May 2024 6.00pm – 8.00pm	Code of Conduct	Virtual	DALC	None
3 rd June 2024 6.00pm – 8.00pm	Responding to Planning Applications	Virtual	DALC	None
5 th June 2024 1.00pm – 2.00pm	Being a Good Councillor 2 – Powers, Duties & The Precept	Virtual	DALC	None

10 th June 2024 6.00pm – 7.00pm	Being a Good Councillor Part 4 The Council in the Community	Virtual	DALC	None
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7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 23rd April – 10th June 2024:

- 19 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)

8. Property Units Update

Residential – there is currently one vacant residential property:

- 1 Market Road – as previously reported, this property was previously being used as a welfare facility during the Town Hall works period and was subject of a recent report (see below).
- 2 Market Road – this unit became vacant on 24th March 2024.

Refurbishment works would be required to both properties, prior to future letting. Please see the Budget & Policy Committee Meeting Minutes for 28th May 2024 for details of potential future usage.

Commercial –

- 9 Duke Street – as previously reported, this unit becomes vacant on 10th June 2024, at the expiry of the tenant’s Lease.
- 15 Duke Street - as previously reported, the property became vacant on 31st January 2024.

Both of the above units are being actively marketed by the Council’s Surveyor.

Note – any further information of a more specific nature as might relate to any particular tenant(s) will need to be picked up under the relevant part of the next section (confidential) of the Agenda.

9. 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.

10. Website & Accessibility update

Booking forms/schedules of charges for various Council activities and other postings are assessed on an ongoing basis and will be updated, where necessary, to ensure compliance with the regulations. Overall site compliance is reviewed annually.

The Council has been advised that the current host platform service for our website is being upgraded in January, 2025. Please see the Minutes of the Budget & Policy Committee Meeting, held on 28th May 2024, in respect of a recommendation for the provision of a new website.

11. Legal Services

In the early part of 2024 arrangements will be made, if necessary, to either re-tender or renegotiate legal services for the Council, in view of the timeframe for current arrangements. A review of present arrangements, including with our provider, will be undertaken to help inform next steps.

12. Lettable Properties and Energy Performance

Energy Performance Certificates (EPC's) and Display Performance Certificates (DPC's) are in certain circumstances a requirement for the letting of properties. However, the position lacks clarity regarding certain classes of Listed premises. Further information is being sought prior to upcoming changes in minimum thresholds for eligible premises in light of recent Government announcements.

13. Staff Handbook

The Staff Handbook is currently being reviewed to ensure that various sections continue to represent current legal and other relevant standards. This will be undertaken on a modular basis, with an initial focus on those areas where most change is anticipated.

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