

Assistant to the Town Clerk’s Report May/June 2022
For Council Meeting 21st June 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. Queen’s Platinum Jubilee Beacon Lighting

As you will be aware the Jubilee Beacon was lit by the Mayor, at 9.45pm on Thursday 2nd June 2022, on Whitchurch Down (adjacent to The Pimple).

There was a very good turn out of local residents and visitors, with all enjoying the spectacle on what was a perfect evening for the event.

Pipe Major Gordon Macaoidh of the City of Plymouth Pipe Band played the specially written piece of music, ‘Dui Regnare’ (Long Reign), immediately prior to the lighting of the Beacon. Pipe Major Macaoidh then played additional pieces of music, as requested by those in attendance, including the National Anthem. The Pipe Major has received a ‘Certificate of Grateful Recognition’ as provided by Bruno Peek LVO OBE OPR, who is the Queen’s Pageantmaster.

Simon Dell kindly provided announcement duties at the event, with Steve Grummitt of Tavistock Lions’ Club kindly providing the portable PA system.

3. Financial Administrator Recruitment

As Members will be aware, we are currently advertising for a new Financial Administrator. We advertised previously but were unable to recruit, we have since re-advertised the post and are in the process of short listing for interview from the applications received.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 24th May – 20th June 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
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24 th May 2022 10.00am – 11.30am	Finance for Councillors	Virtual	DALC	None
24 th May 2022 1.00pm – 2.00pm	Being a Good Councillor – Part 4 The Council in the Community	Virtual	DALC	None
26 th May 2022 10.00am – 11.30am	VAT for VAT Registered Councils	Virtual	DALC	None
13 th June 2022 6.00pm – 8.00pm	Chairing Local Council Meetings	Virtual	DALC	None
14 th June 2022 10.00am – 11.30am	VAT for VAT Registered Councils	Virtual	DALC	None
14 th June 2022 1.00pm – 2.00pm	Being a Good Councillor – Part 1 Roles & Responsibilities	Virtual	DALC	None
14 th June 2022 6.30pm – 8.00pm	Finance for Councillors	Virtual	DALC	None
15 th June 2022 6.00pm – 7.00pm	Being a Good Councillor – Part 2 Powers, Duties and the Precept	Virtual	DALC	None
16 th June 2022 10.00am – 11.30am	The Role of Internal Audit	Virtual	DALC	None
20 th June 2022 6.00pm – 8.45pm	Being a Good Councillor – Short Course	Virtual	DALC	None

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 24th May – 20th June 2022;

- 10 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 session (non-chargeable)

6. Property Units Update

Residential – there are currently two vacant residential properties;

- Cemetery Lodge – as previously reported this property required some significant remedial and refurbishment works prior to re-letting, with a new boiler and carpets having been recently installed. A new kitchen is due to be installed, once all works have completed a new tenant will be sought although an expression of interest has been received;
- 1 Market Road – as previously reported the previous tenant gave notice to vacate this property on 30th April 2022. Again, the property requires some re-decoration and

remedial works prior to re-letting. To date, 3 expressions of interest have been received.

Commercial - there are currently no vacant commercial properties.

However, we are aware that one business will not be renewing its Lease in September 2022 due to retirement plans. The property will be marketed from July 2022.

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. Arrangements are ongoing for the recruitment of a Financial Administrator.
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)