(February 2019)

1. Dates for your diary

Civic Ball

Friday 29th March 2019

Thursday 16th May 2019 Grants Presentation Evening

2. Royal Garden Party nomination

Following Council's decision to nominate ex-Councillor Harry Smith at attend the Royal Garden Party on 29th May 2019, I am delighted to inform you that Harry's nomination was successful! Harry and Mary will receive their tickets from Buckingham Palace for the event in due course.

3. Recruitment

The recruitment of an Administrative & Democratic Support Officer, formerly entitled Office Administrator (Mayoral Support), has commenced with a closing date for applications of Friday 22nd March 2019.

I will update Council once an appointment has been made.

ITEMS FOR INFORMATION ONLY

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2018-2019 (COUNCILLOR ATTENDANCE) $(22^{nd} January - 4^{th} March 2019)$

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
No sessions offered during this period				

sessions onered during this period

5. Newsletter

Tavistock Town Council issued its own Newsletter in mid February 2019 to 5,000 residential properties within the Tavistock Parish. The Newsletter included a paper copy of the Public Toilets Consultation Survey, (which is also available on-line), for those who would prefer to respond via this method.

6. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 22nd January – 4th March 2019:

- 21 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)

Anyone wishing to book the Chamber is asked to either telephone the Office on 01822 613529, or e-mail the Office (office@tavistock.gov.uk), to ensure the booking diary is kept up to date.

7. Property Units Update

There currently are no vacant residential or commercial properties.

8. <u>General including ongoing activities in the Admin Office</u> – the Office continues to support the organisation across the range of Civic, administrative, financial and corporate activities.

9. Organisational Matters

Following the implementation of the General Data Protection Regulation (GDPR) processes within the organisation are continuing to be put in place. Councillors have had the opportunity to attend training, provided by the Council's Internal Auditor, so that they are aware of their responsibilities under this new legislation.

The Council's Insurers will shortly be undertaking a revaluation of the Council's properties.

Events for Mayor's Diary: The events up to January 2019 are posted on the Council's website.

Prepared by; Jan Smallacombe Assistant to the Town Clerk