

## Assistant to the Town Clerk's Report (August 2019)

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### 1. Key Dates for all Councillors' diaries

Civic Service	Sunday 29 <sup>th</sup> September 2019*
Remembrance Sunday Service	Sunday 10 <sup>th</sup> November 2019
Mayor's Christmas Party	Monday 16 <sup>th</sup> December 2019
Tavistock Civic Ball	Friday 24 <sup>th</sup> April 2020
Mayor's End of Term Party	Monday 11 <sup>th</sup> May 2020
Grants Presentation Evening	Thursday 14 <sup>th</sup> May 2020

\*If you have yet to respond to your invitation to the Civic Service, can I please ask that you do so a.s.a.p.

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

### 2. Activity Log

#### CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2019-2020  
(COUNCILLOR ATTENDANCE)  
(30<sup>th</sup> July – 9<sup>th</sup> September 2019)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
30 <sup>th</sup> July 2019	Finance Training	Council Chamber	TTC	The following attended:- Cllrs Ms L Crawford, J Ellis, Mrs M Ewings (part session), A Hutton, Mrs A Johnson, Mrs G Parker, G Parker, B Smith, H Smith, P Squire, A Venning, P Williamson

2 <sup>nd</sup> September 2019	Planning Training	Council Chamber	TTC	The following attended:- Cllrs Ms L Crawford, J Ellis, A Fey, A Hutton, Mrs A Johnson, Mrs U Mann, Mrs G Parker, P Squire, A Venning
4 <sup>th</sup> September 2019	Being a Good Councillor	South Molton	DALC	Cllr P Squire

**3. Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 30<sup>th</sup> July – 9<sup>th</sup> September 2019:

- 9 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events)
- 0 chargeable meeting/training session
- 1 training session (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.

**4. Property Units Update**

**Residential** - there is currently one vacant residential property, which will be re-let once minor refurbishment has been completed.

**Commercial** - there are currently no vacant commercial properties, however a request has been received in respect of vacating an existing unit (considered at B&P on 3<sup>rd</sup> September with a recommendation being made to this Council Meeting). Additionally an over-sail agreement has been put in place in respect of a new development relating to Town Council-owned land.

**5. 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 including reviewing compliance against the Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018.

Events for Mayor’s Diary are available on the website:

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