

Assistant to the Town Clerk's Report September/October 2021
For Council Meeting 19th October 2021

1. Key Dates for all Councillors' diaries

Sunday 7 th November 2021	*Civic Service
Sunday 14 th November 2021	Remembrance Sunday Service
Monday 13 th December 2021	Mayor's Christmas Party
Friday 8 th April 2022	Civic Ball (to be hosted by current Mayor)
Thursday 5 th May 2022	Grants Presentation Evening

*Can I please ask that you respond to your invitation to the Civic Service by the deadline of 22nd October – thank you.

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

2. Civic Ball – 24th September 2021

100 guests attended the re-arranged Civic Ball held on the above date, and hosted by the previous Mayor, Councillor Mrs Anne Johnson. It was a very enjoyable evening, with £400 being raised for the Mayor's Charity during her tenure, The New Tavistock Youth Café.

3. Reception Office

The Reception Office re-opened to the public on Monday 11th October 2021, under sustainable COVID-safe arrangements, with access limited predominantly to the outer Reception area. Going forward, to maintain safe services, access to the building will largely be 'by appointment only' pending ongoing review of the public health situation.

4. Grant Applications

Following a review of the previous Grant Application process by the Grants Panel, the Grant Application period has now started, and has been advertised on the Council's website, in the local press and on social media. The deadline for the receipt of Applications is 1st November 2021.

A further Meeting of the Grants Panel will be scheduled once the period has ended and the Applications received have been collated by the Assistant to the Town Clerk.

5. Letter from Buckingham Palace

A letter has been received from the Director of Operations in the Private Secretary's Office in Buckingham Palace, thanking the Town Council for its message of sympathy to The Queen, following the passing of The Duke of Edinburgh.

6. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 15th September – 18th October 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
21 st September 2021	Get in front of the camera	Virtual	DALC	None
22 nd September 2021	Data Protection for Councillors	Virtual	DALC	None
23 rd September 2021	Chairing Virtual Meetings & Events	Virtual	DALC	None
29 th September 2021	Social Media Skills for Councillors	Virtual	DALC	None
13 th October 2021	Chairing Virtual Meetings & Events	Virtual	DALC	None
14 th October 2021	Public Speaking for Councillors	Virtual	DALC	None

7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 15th September – 18th October 2021;

- 10 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)

8. Property Units Update

Residential – there is currently one available residential property;

- Cemetery Lodge – following the departure of the previous tenant, this property is now undergoing minor refurbishment and repair works. Once completed a new tenant will be sought, although an expression of interest has already been received.

Commercial - there is currently one vacant commercial property. An update on this property is 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, and has been drafted. We anticipate the new tenants moving in shortly.

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. Following a review of arrangements for Member email accounts, migration to Microshade has now successfully been completed. All staff have now

returned to the office.

10. 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
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