

Assistant to the Town Clerk’s Report October 2020
For Council Meeting 3rd November 2020

1. Key Dates for all Councillors’ diaries

- Budget Workshop (Virtual) Tuesday 17th November 2020 (5.00pm)
- Tavistock Civic Ball Friday 30th April 2021 (subject to Covid)

2. Concession holders

Burger Van – as previously reported, this trader has not operated since the beginning of lockdown due to the lack of a night-time economy during the pandemic. With the introduction of the closure of all pubs and bars at 10pm each evening, it was not possible for this trader to return.

Therefore, as previously agreed, tenders for this concession will be sought in Spring 2021, when it is hoped the night time economy in Tavistock will have resumed.

3. COVID-19 Grant Applications

No further Grant Applications have been received since those reported in the previous ATTC Report.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG
CIVIC YEAR 2020-2021
COUNCILLOR ATTENDANCE between 16th September – 2nd November 2020

| DATE OF MEETING or TRAINING SESSION | SUBJECT | LOCATION | ORGANISER | COUNCILLORS BOOKED TO ATTEND |
|--|------------------------------------|----------|-----------|--|
| 17 th September 2020 | Changes in Planning Law | Virtual | DALC | Councillors Ms L Crawford, J Ellis, Mrs M Ewings, A Hutton, Mrs A Johnson, G Parker and P Ward |
| 28 th September 2020 | Rebuilding Sustainable Communities | Virtual | NALC | Councillors Ms L Crawford & Mrs U Mann |
| 29 th September 2020 – 10am 15 th October 2020 – 10am 20 th October 2020 – 1.30pm | Budgeting | Virtual | DALC | Nil |

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 16th September – 2nd November

- 0 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)

Note – during Covid bookings are not available.

6. Property Units Update

Residential - there are currently no vacant residential properties.

Commercial - there are currently three vacant commercial properties, with potentially another one becoming vacant in the New Year. Details below;

4 Pannier Market – New tenants took over this property on Monday 5th October 2020, having previously had a Pannier Market Lock-Up unit. It is planned that the premises will open on 5th November 2020.

3 East End Stores – This unit is currently being marketed. A sounding will be taken in the confidential section.

12 Duke Street – as previously reported, the tenants in this property invoked their Break Clause and will leave the premises on 17th November 2020. The property is currently being marketed.

15 Duke Street – the tenants of this property, having invoked their Break Clause, will leave the property on or before 12th November 2020. The property is being marketed, with an expression of interest having been received which is being progressed by the Council's Letting Agent.

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.

Website Accessibility update - continued testing of the TTC website pages is taking place. A few errors have been highlighted during this testing and a quote for costs will be obtained from Cosmic once testing is complete and all errors identified. This only applies to errors/issues we are unable to correct ourselves in-house. During the testing "Alt Text" is being added to existing photos/posters and fliers, and "non-compliant" documents are being identified.

Report prepared by
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