

Assistant to the Town Clerk's Report

(August/September 2017)

1. Dates for your diary

Civic Service	Sunday 24 th September 2017*
MacMillan Coffee Morning	Friday 29 th September 2017
Remembrance Sunday Service	Sunday 12 th November 2017
Mayor's Christmas Party	Monday 18 th December 2017
Civic Ball	Friday 13 th April 2018

*If you have yet to reply to your invitation to the Civic Service, I would be grateful if you would do so by the deadline of Friday 8th September 2017

2. MacMillan Coffee Morning

Just a quick reminder of the above event, due to take place in the Council Chamber on Friday 29th September 2017 between 10am and 1pm.

We still need promises of donations of cakes, biscuits, savouries, tea, coffee, milk and sugar, so if you are able to offer these they would be very gratefully received.

We also hope that as many Councillors, staff, friends and family will attend as possible, to raise funds for this very worthwhile Charity.

3. Town Guide

We were due to compile a new Town Guide for 2018-2020, however the company which secures the advertising revenue, and prints the Guides for us, has been unsuccessful in securing sufficient advertising revenue to make this a cost-neutral publication for the Council.

We have therefore decided not to pursue this at the moment, but to re-visit it next year to test the market then.

4. Activity Log

MEETING/CONFERENCE ACTIVITY LOG

CIVIC YEAR 2017-2018
(COUNCILLOR ATTENDANCE)
(25th July – 11th September 2017)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
11 th July 2017	Chairmanship Short Course	Ivybridge	DALC	-

5 th September 2017	The Development of Local Housing Schemes	Kilworthy Park Tavistock	WDBC	Cllrs P Ward and Mrs M Ewings Town Clerk Assistant to the Town Clerk
--------------------------------	--	--------------------------	------	---

5. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 25th July – 11th September 2017:

- 20 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 sessions (non-chargeable)
- 0 wedding (booked before Licence was revoked)

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.

6. Property Update

There are currently no vacant residential properties.

Unit 3, East End Stores – this unit is vacant, however a decision has been made not to 'let' it (other than on a near term or 'pop up' basis) in the short term as it is being used during the current Duke Street re-pointing works as a site office, and will be utilised during the Pannier Market roof works early in 2018.

The unit will be marketed again once it is no longer being used for such purposes.

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.

Events for Mayor's Diary: The events for July and August 2017 are posted on the Council's website.

Prepared by;
 Jan Smallacombe
Assistant to the Town Clerk