

## **Assistant to the Town Clerk's Report**

(September/October 2017)

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### **1. Dates for your diary**

Remembrance Sunday Service	Sunday 12 <sup>th</sup> November 2017
Mayor's Christmas Party	Monday 18 <sup>th</sup> December 2017
Civic Ball	Friday 13 <sup>th</sup> April 2018
Grants Presentation Evening	Thursday 10 <sup>th</sup> May 2018

### **2. General Data Protection Regulation**

Next year the General Data Protection Regulation will replace existing Data Protection provisions, the impact of this is yet to be clear and Council will be advised as more information becomes available. However, it is already evident that the new regime will be more rigorous and will include an obligation on every Council to appoint a suitably qualified Data Protection Officer.

### **3. MacMillan Coffee Morning**

Tavistock Town Council again hosted a Coffee Morning in aid of this very worthwhile Charity.

Councillor Mrs Ewings was successful in winning the 'guess the height of the cake' competition. The actual height was 94cm, and Councillor Mrs Ewings made an excellent guess of 93cm! This meant she won £ 11.33 from the total raised for the competition of £ 22.66, however she kindly donated her winnings to the charity.

£ 120.00 was raised at the actual event, with a Councillor and member of staff who were unable to attend on the day pledging an additional £ 30.00 between them. With the competition winnings mentioned above, the overall total amounted to **£ 161.33**. This makes the total sum raised £ 30 more than last year, an excellent result I'm sure you will agree.

Thank you to those staff and Councillors who made donations of items to sell, and those who also took the time to attend on the day to participate, support this fundraising effort and eat cake!!

### **4. Your Town Newsletter**

Tavistock Town Council will again be producing the above Newsletter, in partnership with the Tavistock BID Company and Tavistock & District Chamber of Commerce. It is anticipated that the Newsletter will be distributed in early November 2018.

5. Activity Log

**CONFERENCE & TRAINING ACTIVITY LOG**

CIVIC YEAR 2017-2018  
(COUNCILLOR ATTENDANCE)  
(12<sup>th</sup> September – 16<sup>th</sup> October 2017)

<b>DATE OF MEETING</b>	<b>SUBJECT</b>	<b>LOCATION</b>	<b>ORGANISER</b>	<b>COUNCILLORS BOOKED TO ATTEND</b>
21 <sup>st</sup> September 2017	New Councillors Short Course	South Molton	DALC	-
3 <sup>rd</sup> October 2017	Budgets & Precepts  (Please note – Finance training was specifically requested by Members at the Council Meeting held on 21 <sup>st</sup> June 2017)	Exeter	DALC	Cllr P Ward Cllr P Squire Cllr A Hutton
4 <sup>th</sup> October 2017	Neighbourhood Planning	Exeter	Devon Communities Together	(Offered to members of the B&P Committee only)  Cllr Paul Ward
10 <sup>th</sup> October 2017	DALC AGM & Annual Conference	Exeter	DALC	Cllr Mrs M Ewings Cllr P Ward  (TTC's representatives on this organisation)
17 <sup>th</sup> October 2017	Budgets & Precepts  (Please note – Finance training was specifically requested by Members at the Council Meeting held on 21 <sup>st</sup> June 2017)	Exeter	DALC	-

### **6. Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 12<sup>th</sup> September – 16<sup>th</sup> October 2017:

- 18 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 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.

### **8. Other Matters**

Arrangements will shortly be put in place to test the market in respect of Council insurance and primary photocopier/printing services respectively.

### **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.

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

Prepared by;  
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