

Assistant to the Town Clerk's Report October/November 2021
For Council Meeting 30th November 2021

1. Key Dates for all Councillors' diaries

Monday 13 th December 2021	Mayor's Christmas Party
Friday 8 th April 2022	Civic Ball
Sunday 1 st /Monday 2 nd May 2022	Garden Festival (revised date due to Queen's Platinum Jubilee Celebrations)
Thursday 5 th May 2022	Grants Presentation Evening
Thursday 2 nd – Sunday 5 th June 2022	Queen's Platinum Jubilee (see below)

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

2. Civic Service

The Mayor's Civic Service took place on Sunday 7th November 2021 in the presence of The High Sherriff of Devon, Lady Lucy Studholme and other civic dignitaries. Unfortunately, the Mayor and Mayoress were unable to attend, however the Deputy Mayor took the place of the Mayor, and the Immediate Past Mayor Cllr Paul Ward undertook the Reading which would have been delivered by the Deputy Mayor.

A retiring collection in aid of the Mayor's Charity (The Mary Budding Trust) raised £ 173 for the Charity.

3. Grant Applications

At the deadline of 1st November, 7 Grant Applications had been received totalling £ 5,810. The Grants Panel met on 9th November to assess the Applications received, where it was established that amendments would be required to the newly adopted process. The recommended amendments are being considered elsewhere on this Agenda (Budget & Policy Committee Meeting Minutes of 16th November 2021).

Subsequent to the deadline it was realised that due to an IT issue on the Citizens' Advice system, their Grant Application had not been received. However, as it could be seen that the Application had been submitted before the deadline, the Application was accepted.

4. Microshade

The transfer of Members' e-mails to Microshade has been completed, and the new package includes a pilot programme called Active Cyber Defence, which aims to help protect Local Government IT systems.

5. Dickensian Evening

As you may be aware, Dickensian Evening will be going ahead this year on Friday 3rd December, 2021

6. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 19th October – 29th November 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
19 th October 2021 (6pm – 8pm)	Social Media Skills for Councillors	Virtual	DALC	None
21 st October 2021 (6pm – 8pm)	Data Protection for Councillors	Virtual	DALC	None
20 th October 2021	Being a Good Councillor (Part 3)	Virtual	DALC	Clr Mrs U Mann
27 th October 2021	Level up the environment through biodiversity	Virtual	NALC	Clr Mrs U Mann

7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 19th October – 29th November 2021;

- 8 non-chargeable meeting (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events) however these continue to be limited pending a return to Council Meetings in the Chamber
- 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 refurbishment and repair works. These are anticipated to be significant. 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, terms had been agreed on a Lease for a long term tenant, and had been drafted. However, it is doubtful if the prospective tenants will now complete on the Lease, if that is the case then the unit will be re-marketed.

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.

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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