

Assistant to the Town Clerk’s Report December 2020/January 2021
For Council Meeting 26th January 2021

1. Key Dates for all Councillors’ diaries

Tavistock Civic Ball Friday 30th April 2021 (postponed due to ongoing Covid restrictions)*

*An update will be provided, when available

2. COVID-19 Grant Applications

- A Grant Application for £ 1,000 had been received from the Mary Budding Trust, which was agreed at £750, however the applicant subsequently withdrew the application due to being unable to meet the conditions placed on the Grant. However, a revised plan has been put in place which should allow the Grant to be made.

3. 3 East End Stores

This property has been offered to the Tavistock BID Company for use as a ‘Click & Collect’ facility during the current lockdown. As yet we have not heard if this is required.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2020-2021

COUNCILLOR ATTENDANCE between 15th December 2020 – 25th January 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
7 different dates (all 10.00am – 11.30am) 12 th January 2021 25 th February 2021 16 th March 2021 22 nd April 2021 18 th May 2021 17 th June 2021 13 th July 2021	Introduction to VAT (virtual)	Virtual	DALC	None
3 different dates (all 10.00am – 11.30am) 13 th January 2021 4 th February 2021 16 th February 2021	Role of Internal Audit (virtual)	Virtual	DALC	Councillor A Hutton

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 15th December 2020 – 25th January 2021;

- 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 two vacant commercial properties with a third property probably becoming available in April 2021. The details for the confirmed units are as below;

3 East End Stores – This unit continues to be marketed following the Council decision to decline a previous approach. See also item 3 above.

12 Duke Street – this unit became available on the 17th November 2020 and is currently being marketed, however an expression of interest is currently being progressed.

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
Jan Smallacombe (Assistant to the Town Clerk)