

Assistant to the Town Clerk's Report April/May 2022
For Council Meeting 24th May 2022

1. Key Dates for all Councillors' diaries;

Thursday 2 nd June 2022	Lighting of Platinum Jubilee Beacon
Thursday 2 nd – Sunday 5 th June 2022	Queen's Platinum Jubilee Celebrations
Thursday 13 th October 2022	Goose Fair Lunch
Sunday 23 rd October 2022	Civic Service
Sunday 13 th November 2022	Remembrance Sunday Service
Monday 19 th December 2022	Mayor's Christmas Party
Thursday 16 th March 2023	Grants Presentation Evening (Grants Panel members only)
Friday 21 st April 2023	Civic Ball
Monday 24 th April 2023	Mayor's End of Term Party

2. Opening Reception for Tavistock Guildhall

As you will be aware the Opening Reception for The Guildhall took place on Wednesday 27th April 2022, which was very well received. Over 60 guests, partners, Councillors and Officers attended the event, where they received a presentation from the lead Architect, Jackie Gillespie of Gillespie Yunnie Architects, on the refurbishment of The Guildhall. The Mayor welcomed attendees and an update was also provided by Dr Geri Parlby of Tavistock Heritage Trust. Those in attendance were able to take a tour of the building, and enjoyed light refreshments.

3. Mayor's Charity result

During the 2021- 2022 Civic Year, Councillor Andy Hutton chose The Mary Budding Trust as his Charity for his Mayoral Year. £ 773 was raised by a combination of the raffle at the Civic Ball (£600), and half the proceeds of the collection at the Civic Service (£ 173). Various other sums were raised during the year, which were paid direct to the Charity. A cheque in the sum of £ 773 was presented to the representative of the Charity (Mrs Sue Hutton) at the Annual Meeting of the Council.

4. New Mayor's Charity

Councillor Paul Ward, who was recently appointed as Mayor for the 2022 – 2023 Civic Year, has chosen the 'Make a Difference' Charity in Tavistock for his Mayoral Year, which is a Charity providing support and friendship for those in the community suffering mental health issues.

5. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 12th April – 23rd May 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
26 th April 2022	Being a Good Councillor – Powers, Duties and the Precept (Part 2)	Virtual	DALC	None
27 th April 2022 and 10 th May 2022	Being a Good Councillor – Local Council Meetings (Part 3)	Virtual	DALC	None
17 th May 2022	Being a Good Councillor – The Council in the community (Part 4)	Virtual	DALC	None
18 th May 2022	Being a Good Councillor – Roles and Responsibilities (Part 4)	Virtual	DALC	None
23 rd May 2022	Being a Good Councillor – Short Course	Virtual	DALC	None

6. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 12th April – 23rd May 2022;

- 11 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)

7. Property Units Update

Residential – there are currently two available residential properties;

- Cemetery Lodge – as previously reported this property required some significant remedial and refurbishment works prior to re-letting, with a new boiler and carpets having been recently installed. A new kitchen is due to be installed, once all works have completed a new tenant will be sought although an expression of interest has been received;
- 1 Market Road – as previously reported the previous tenant gave notice to vacate this property on 30th April 2022. Again, the property requires some re-decoration and remedial works prior to re-letting. To date, 3 expressions of interest have been received.

Commercial - there are currently no vacant commercial properties.

However, we are aware that one business will not be renewing its Lease in September 2022 due to retirement plans. The property will be marketed from July 2022.

8. 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. Arrangements are ongoing for the recruitment of a Financial Administrator.
9. 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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