

Assistant to the Town Clerk's Report

(April/May 2018)

THE FOLLOWING IS FOR INFORMATION ONLY

1. Dates for your diary

*Mayor's End of Term Party Monday 21st May 2018

*Responses by Friday 11th May 2018 please

2. Planning Training for Members

At Council's request, Planning Training has been arranged for ALL Members on Tuesday 29th May 2018, immediately prior to the Development Management & Licensing Committee Meeting scheduled for that evening. This training will start at **6pm**.

In order that the necessary arrangements can be made, I would be grateful if all Members would confirm whether or not they intend to attend this training, which they are all encouraged to do, by no later than **Friday 18th May 2018**.

Further information will follow.

It is our intention that, if possible, we will offer this training to Clerks/Councillors from local Parish Councils in order that the costs can be partially recouped.

3. Other Matters

National Pay award - agreement has recently been reached on the local authority sector pay award for 2018 & 2019. Overall the pay award amounted to a 2% increase this financial year and next, however some lower grades received more than this. The 2018 award takes effect from 1st April 2018. Following an HMRC Payroll Audit, the Council has been judged as compliant and been advised HMRC has closed the matter.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2017-2018
(COUNCILLOR ATTENDANCE)
(27th March – 14th May 2018)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
27 th March 2018	New Councillors Short Course	Exeter	DALC	-
29 th March 2018	Introduction to VAT	Exeter	DALC	-

Agenda Item 10a

18 th April 2018	Code of Conduct Training (Please note – Code of Conduct training was specifically requested by Members)	Kilworthy Park Tavistock	WDBC	Cllr Ms L Crawford Cllr A Hutton
25 th April 2018	Planning – ‘Permission in Principle’	Kilworthy Park Tavistock	WDBC	Cllr P Ward
26 th April 2018	Planning	Exeter	DALC	-
26 th April 2018	Finances (TAP Funded)	Tavistock	DALC/Severn Net	-

5. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 27th March – 14th May 2018:

- 28 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.

6. Property Update

There currently have no vacant residential properties, but we have two vacant commercial premises (Unit 4 Pannier Market and Unit 3 East End Stores). Unit 3 East End Stores is being utilised as explained in previous reports, and will be marketed as soon as it is no longer needed. We are in the process of drafting a Lease for a new tenant for Unit 4 Pannier Market. There is currently one tenant who has been ‘holding over’ for a considerable period of time, and in accordance with professional advice your Officers will be seeking either agreement to a new Lease or, if agreement cannot be reached, then formal Notice will be served for the recovery of the premises. It is anticipated that shortly a report will be brought forward regarding asset review/disposal as previously instructed to address the current capital funding shortfall.

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. It is anticipated that a report on office staffing will be brought forward in April 2018.

8. Organisational Matters – Preparations for the implementation of the General Data Protection Regulation (GDPR) are ongoing.

ITEM REQUIRING A DECISION

9. Councillor Year Books

Following concerns raised last year regarding the cost of providing Councillor Year Books, Council's view is sought on whether or not Year Books are required for the 2018-2019 Civic Year.

The cost per item in 2017 was £ 32.45 plus VAT.

Events for Mayor's Diary: The events up to April 2018 are posted on the Council's website.

Prepared by;
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