

## Assistant to the Town Clerk's Report

(July 2016)

### 1. Dates for your diary

Civic Service	Sunday 25 <sup>th</sup> September 2016
Remembrance Sunday Service	Sunday 13 <sup>th</sup> November 2016
Civic Ball	Friday 28 <sup>th</sup> April 2017
Grants Presentation Evening	Thursday 4 <sup>th</sup> May 2017
Garden Festival 2017	Sunday 28 <sup>th</sup> May/Monday 29 <sup>th</sup> May 2017

### 2. By-Election

Following the recent resignation of former Councillor Mrs Sue Bailey a vacancy arose in the North Ward.

As Members will be aware, confirmation has now been received from the Elections Officer at West Devon Borough Council that a by-election will take place on Thursday 11<sup>th</sup> August 2016, as two candidates have put themselves forward for this vacancy.

### 3. Activity Log

MEETING/CONFERENCE ACTIVITY LOG  
CIVIC YEAR 2016-2017  
(COUNCILLOR ATTENDANCE)  
(21<sup>st</sup> June- 25<sup>th</sup> July 2016)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
22 <sup>nd</sup> June 2016	Chairmanship Short Course	The Amory Centre South Molton	DALC	-
5 <sup>th</sup> July 2016	Chairmanship Short Course	South Brent Old School Centre	DALC	-
14 <sup>th</sup> July 2016	New Councillor Short Course	Devon Communities Together Exeter	DALC	-

### 4. Council Chamber Bookings

The Council Chamber remains an affordable and accommodating licensed Civil Wedding Ceremony venue. Devon County Council is invoiced on a quarterly basis:

## Agenda Item 10b

- 3 weddings took place/will take place in the period 21<sup>st</sup> June – 25<sup>th</sup> July 2016 in the Town Council Chamber. This is the same as for the previous period.

Chamber bookings (not including Council meetings), from 21<sup>st</sup> June – 25<sup>th</sup> July 2016:

- 12 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC or Mayoral events)
- 1 chargeable meetings/training sessions
- 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.

### **5. Property Update**

There are currently no vacant residential properties.

Units 1 and 2 East End Stores – it is anticipated that following the current Lease on Unit 1 reaching its term, and certain improvement works being completed, that TASS will occupy these units in October 2016.

Unit 5 East End Stores – this unit is actively being marketed. There has been some interest however terms have yet to be agreed.

- 6. General and 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: June 2016 events are posted on the Council's website.

Prepared by;  
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