

## **Assistant to the Town Clerk's Report**

(January/February 2018)

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### **1. Dates for your diary**

Civic Ball	Friday 13 <sup>th</sup> April 2018 (N.B. response date 2 <sup>nd</sup> March 2018)
Grants Presentation Evening	Thursday 10 <sup>th</sup> May 2018
Mayor's End of Term Party	Date tbc

### **2. Grant Applications 2017**

Following the Council Meeting held on the 9<sup>th</sup> January 2018, all the organisations which had previously applied for a grant from Tavistock Town Council were advised of the outcome of their grant requests.

We have subsequently received feedback from one of the unsuccessful organisations (The Dartmoor Society), whose request for funding towards the Dartmoor Resonance Music Festival was rejected as Members felt that the event was of a commercial nature, and that Tavistock would not directly benefit from the event.

A letter has since been received from the organisation clarifying that; 'our Festival has no commercial element to it whatsoever, as we are a non-profit making registered charity.

We had hoped that Tavistock Town Council would have been proud to support such an inaugural event with such a prestigious orchestra and conductor in the town, as well as the contributions of our resident Tavistock composer, Andrew Wilson'.

### **3. Administration**

As more details are released with regard the emerging new General Data Protection Regulations plans are being put in place to ensure we are compliant and staff training is being undertaken, more detailed information will be presented after the Bill receives Assent. An extension to the legal services contract of the Council has been implemented which will run to 2022 when the service will again be subject to market testing.

### **4. Planning and Licensing Training for Members**

To date, I have been unable to secure either Planning or Licensing training for Members, via West Devon Borough Council as the local Planning Authority. I will however continue to try and secure this training, as previously requested by Members.

### **5. Activity Log**

#### **CONFERENCE & TRAINING ACTIVITY LOG**

CIVIC YEAR 2017-2018  
(COUNCILLOR ATTENDANCE)  
(9<sup>th</sup> January – 12<sup>th</sup> February 2018)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
19 <sup>th</sup> January 2018	Code of Conduct Training  (Please note – Code of Conduct training was specifically requested by Members, and 7 places were secured on this course)	Kilworthy Park Tavistock	WDBC	Cllr P Squire Cllr P Ward Town Clerk ATTC  <span style="color: red;">This event was subsequently cancelled due to the ill health of the trainer. We anticipate the new date will be 18<sup>th</sup> April 2018, but are awaiting official confirmation.</span>
6 <sup>th</sup> February 2018	New Councillors Short Course	Honiton	DALC	-

**6. Council Chamber Bookings**

Chamber bookings (not including Council meetings), from 9<sup>th</sup> January – 12<sup>th</sup> February 2018:

- 14 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.

**7. Property Update**

There are currently no vacant residential properties, and the only vacant commercial premises (Unit 3, East End Stores) is being utilised as explained in previous reports.

We have however received ‘notice to break’ the Lease for Unit 4 Pannier Market. These premises will become available in April 2018. Some expressions of interest have already been received, and will be followed up.

**8. Other Matters**

Arrangements will shortly be put in place to test the market in respect of Council insurance services.

**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.

Events for Mayor’s Diary: The events up to December 2017 are posted on the Council’s website.

Prepared by;  
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