

**Assistant to the Town Clerk’s Report December 2022**

For Council Meeting 3<sup>rd</sup> January 2023

1. Key Dates for all Councillors’ diaries;

|                                      |  |
|--------------------------------------|--|
| Thursday 16 <sup>th</sup> March 2023 | Grants Presentation Evening<br>(Grants Panel members only) |
| Friday 21 <sup>st</sup> April 2023   | Civic Ball   |
| Monday 24 <sup>th</sup> April 2023   | Mayor’s End of Term ‘Thank you’                            |

2. Jessie Ann Alford Charity

As previously advised, the deadline for applications for the Jessie Ann Alford Charity was 1<sup>st</sup> December 2022. At that time 3 applications had been received, which was 2 fewer than in 2021 despite widening the advertising scope to include both Foodbanks in addition to TASS, on the Council’s website and social media platforms, and in the local press.

Following consultation with the Trustees, it was agreed that all 3 applicants would receive a cash payment of £ 100 each. This was distributed in the run up to Christmas.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2022-2023

COUNCILLOR ATTENDANCE between 22<sup>nd</sup> November 2022 – 2<sup>nd</sup> January 2023;

| DATE OF MEETING<br>or<br>TRAINING SESSION          | SUBJECT  | LOCATION | ORGANISER                      | COUNCILLORS<br>BOOKED TO<br>ATTEND |
|--|--|----------|--------------------------------|------------------------------------|
| 22 <sup>nd</sup> November 2022<br>1.00pm – 2.00pm  | Being a Good<br>Councillor Part 1 Roles<br>and Responsibilities        | Virtual  | DALC                           | None                               |
| 7 <sup>th</sup> December 2022<br>1.00pm – 2.00pm   | Being a Good<br>Councillor Part 2<br>Powers, Duties and the<br>Precept | Virtual  | DALC                           | None                               |
| 7 <sup>th</sup> December 2022<br>1.30pm – 3.00pm   | Personal Safety and<br>Handling Online Abuse<br>and Intimidation       | Virtual  | LGA                            | Cllr Mrs A Johnson                 |
| 8 <sup>th</sup> December 2022<br>10.00am – 11.30am | The Role of Internal<br>Audit  | Virtual  | DALC                           | None                               |
| 8 <sup>th</sup> December 2022                      | Communicating with<br>your Community Part 2                            | Virtual  | Breakthrough<br>Communications | None                               |
| 12 <sup>th</sup> December 2022<br>6.00pm – 8.00pm  | Code of Conduct  | Virtual  | DALC                           | None                               |

|  |   |         |                             |             |
|--|---|---------|-----------------------------|-------------|
| 13 <sup>th</sup> December 2022<br>10.00am – 12noon | Recruiting and retaining a more diverse pool of Councillors | Virtual | Breakthrough Communications | Cllr P Ward |
| 14 <sup>th</sup> December 2022<br>9.00am – 11.00am | Dealing with local and regional media                       | Virtual | Breakthrough Communications | None        |
| 14 <sup>th</sup> December 2022<br>2.00pm – 4.00pm  | How Councils can effectively engage with young people       | Virtual | Breakthrough Communications | None        |
| 14 <sup>th</sup> December 2022<br>6.00pm – 7.00pm  | Being a Good Councillor Part 4 The Council in the Community | Virtual | DALC                        | None        |
| 15 <sup>th</sup> December 2022<br>11.00am – 1.00pm | Social Media for Councils; Getting Started                  | Virtual | Breakthrough Communications | None        |
| 21 <sup>st</sup> December 2022                     | Communicating with your Community Part 1                    | Virtual | Breakthrough Communications | None        |

#### 4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 22<sup>nd</sup> November 2022 – 2<sup>nd</sup> January 2023;

- 10 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)

#### 5. Property Units Update

Residential – there is currently only one vacant residential property;

- 1 Market Road – as previously reported, once refurbishment works have been completed then this property would be available to 'let'. Several expressions of interest have been received, which will be progressed.

Commercial - there are currently no vacant commercial properties.

#### 6. 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.

#### 7. 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

Jan Smallacombe (Assistant to the Town Clerk)