

Assistant to the Town Clerk’s Report July 2024

For Council Meeting 30th July 2024

1. Key Dates for all Councillors’ diaries for this Civic Year;

Wednesday 2 nd October 2024	DALC AGM & Conference
Thursday 10 th October 2024	Goose Fair Lunch
Sunday 20 th October 2024	Civic Service
Sunday 10 th November 2024	Remembrance Sunday Service
Monday 16 th December 2024	Mayor’s Christmas Event
Friday 11 th April 2025	Civic Ball 2025
Monday 28 th April 2025	Mayor’s End of Term Event
Thursday 8 th May 2025	80 th Anniversary of VE Day Beacon
Thursday 15 th May 2025	Grants Presentation Evening

2. Mayor’s Charity 2024 – 2025

The Mayor’s Charity for 2024 – 2025 will be The New Tavistock Youth Café. Funds will be raised for this local Charity at events during the Civic Year, but especially at the Civic Service and Civic Ball.

3. Work Experience Placement Feedback

As previously reported, we hosted a Year 10 student from Tavistock College for a week’s Work Experience, from Monday 24th June 2024. The student spent time in the admin office, Pannier Market, Town Hall and Works Dept.

4. Provision of printing services to the Council

The Council’s 3-year Contract for the provision of printing services is due to expire in September 2024. Following a market testing exercise, the Council’s new provider from September will be PCS in Plymouth.

The new Contract will lead to a cost saving of just under £ 7,700 over the 3-year period, when compared to the quote received from our previous provider.

5. Disposal of obsolete IT and other electrical equipment

Following a review of the IT and other electrical equipment owned by the Council, several items have been identified as being obsolete so no longer fit for purpose.

Items with a purchase value of approximately £3,000 have been securely disposed of, with all hard drives being wiped, as necessary, to maintain security of information held.

6. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2024-2025

COUNCILLOR ATTENDANCE between 11th June – 29th July 2024;

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
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				<i>N.B. Councillors' names in italics indicate that these were a 'no show'</i>
N/a	Introduction to Local Councils	(E-learning)	Via DALC	None
N/a	Standards in Public Life	(E-learning)	Via DALC	None
2024 – 2025 Civic Year				
12 th June 2024 6.30pm – 9.30pm	Being a Good Councillor – Short Course	Exeter Court Hotel Exeter EX6 7UX	DALC	None
13 th June 2024 10.00am	Finance for Councillors	Virtual	The Parkinson Partnership via DALC	None
17 th June 2024 6.00pm – 8.30pm	Being a Good Employer	Virtual	DALC	None
18 th June 2024 10.00am	Finance for Councillors	Virtual	The Parkinson Partnership via DALC	None
18 th June 2024 6.00pm -8.00pm	Chairing Local Council Meetings	Virtual	DALC	Cllr S Hipsey
3 rd July 2024 10.00am	Internal Controls	Virtual	The Parkinson Partnership via DALC	None

7. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 11th June – 29th July 2024:

- 8 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)

8. Property Units Update

Residential – there is currently one vacant residential property:

- 1 Market Road – as previously reported, this property was previously being used as a welfare facility during the Town Hall works period and was subject of a recent report (see below).
- 2 Market Road – this unit became vacant on 24th March 2024.

Refurbishment works would be required to both properties, prior to future letting. The potential re-letting/future usage of these properties is currently being considered by Council and an exploratory meeting with the local social Housing Authority is scheduled.

Commercial –

- 9 Duke Street – as previously reported, this unit became vacant on 10th June 2024;
- 15 Duke Street - as previously reported, the property became vacant on 31st January 2024.

Both of the above units are being actively marketed by the Council’s Surveyor.

Note – any further information of a more specific nature as might relate to any particular tenant(s) will need to be picked up under the relevant part of the next section (confidential) of the Agenda.

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.

10. Website & Accessibility update

Booking forms/schedules of charges for various Council activities and other postings are assessed on an ongoing basis and will be updated, where necessary, to ensure compliance with the regulations. Overall site compliance is reviewed annually.

As agreed at Council on 11th June 2024, the Council’s updated website will be provided by the existing Company, Cosmic. This is now being progressed.

11. Legal Services

In 2024 arrangements will be made, if necessary, to either re-tender or renegotiate legal services for the Council, in view of the timeframe for current arrangements. A review of present arrangements, including with our provider, will be undertaken to help inform next steps.

12. Lettable Properties and Energy Performance

Energy Performance Certificates (EPC’s) and Display Performance Certificates (DPC’s) are in certain circumstances a requirement for the letting of properties. However, the position lacks clarity regarding certain classes of Listed premises. Further information is being sought prior to upcoming changes in minimum thresholds for eligible premises in light of recent Government announcements.

13. Staff Handbook

The Staff Handbook is currently being reviewed to ensure that various sections continue to represent current legal and other relevant standards. This will be undertaken on a modular basis, with an initial focus on those areas where most change is anticipated.

Report prepared by
Jan Smallacombe (Assistant to the Town Clerk)