

Assistant to the Town Clerk's Report (March – June 2020)

1. Key Dates for all Councillors' diaries

Tavistock Civic Ball Friday 18th September 2020*

*Provisional revised date – please refer to Budget & Policy Minute No. 393c which recommended that the Ball be postponed until Spring 2021. This to be ratified elsewhere on this Agenda.

2. Current working practices

As Members will be aware, the administration office is currently closed to Councillors, and members of the public on safety grounds.

The office is manned on Tuesdays and Thursdays, when post and phone messages are dealt with. Primarily it is the Town Clerk and me who work in the office on those two days.

The other staff are currently working from home, only accessing the office when they have a need to, to print documents or carry out tasks which can only be efficiently achieved on-site. These visits are on days other than Tuesday or Thursday, to minimise the number of people in the building at any one time. The Council will continue to follow Government guidance that those who can work from home continue to do so.

The external tenants on the ground floor are also primarily working from home, with the Directors only working on-site on a rare occasion.

The building is still being cleaned on a daily basis, for the benefit of those who are working on-site.

A risk assessment has been drafted to allow for an increase in the number of people/days that staff can return to working safely on-site over the coming weeks, and as Government guidance allows. This will be regularly reviewed to ensure its ongoing suitability.

3. Help provided to tenants in Council-owned properties

Members will be aware that the Town Council offered support to its tenants with regard their rent payments, during this difficult period.

Tenants were provided with the opportunity to benefit from a rent 'holiday' for the March – June and June – September quarters, requiring them to make up these payments by 31st March 2021. This was a more generous offer than that suggested by Government. Payment plans are also potentially available to those tenants struggling to meet their obligations.

32 tenants were made this offer, with 19 of them taking it up.

I have drafted repayment plans for these tenants, and will be closely monitoring payments received to ensure that the 31st March 2021 deadline is met.

4. Concession holders

Apart from shopkeepers, the Council also has concession holders i.e. the ice cream van and burger van.

As neither of these businesses were able to trade early in the lockdown period, it was agreed that they would not be liable for their usual rent payments until such time as they could start to trade again.

Early in June we received a request from one of the concession holders asking if they could start to trade again on some days, and largely based on the weather.

It has been agreed that they will pay a daily rent, payable only for the days they trade. This will be reviewed on Friday 10th July 2020.

As yet, the other concession holder has not approached the Council asking to re-start trading in Tavistock. If that happens then we will review the situation, in line with the offer made to the other concession holder.

5. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG CIVIC YEAR 2019-2020 (COUNCILLOR ATTENDANCE) (3rd March 2020 – 23rd June 2020)

DATE OF MEETING/ TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
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None events offered during this period.

6. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 3rd March – 23rd June 2020 (prior to lockdown):

- 18 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events)
- 0 chargeable meeting/training session
- 1 training session (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. However, please note no bookings are currently being taken for the next quarter.

7. Property Units - Update

Residential - there are currently two vacant residential properties;

2 Market Road - new tenants will be moving into this property on Friday 26th June 2020.

Flat at 15 Duke Street - once lockdown allows for it, all necessary refurbishment works will be undertaken, prior to marketing the unit.

Commercial - there are currently three vacant commercial properties, with two more becoming vacant shortly;

15 Duke Street - the position on this property remains as previously reported.

4 Pannier Market - the Council has accepted a request to Surrender the Lease on this property, which will become vacant on 19th June 2020. Once back in the Council's possession it will be marketed, although we are aware that a current Market Trader has expressed an interest in taking a Lease on such a unit, this will be progressed once the unit is available.

2 East End Stores - the unit is currently being marketed, with an expression of interest having been received. This is being progressed by the Council's Surveyor.

3 East End Stores - the existing short term tenant has given notice that they do not intend to renew their Lease on this property when it expires on 23rd June 2020. Once back in the Council's possession, it will be marketed.

5 East End Stores - prior to lockdown an expression of interest had been received on this unit. This will be progressed when lockdown allows.

- 8. 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 including reviewing compliance against the Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018

Prepared by;
Jan Smallacombe (Assistant to the Town Clerk)