

Assistant to the Town Clerk’s Report May/June 2021
For Council Meeting 1st June 2021

1. Key Dates for all Councillors’ diaries

- Tuesday 29th June 2021 (Reserve Slot) Cyber Security Training by Grahame Mace (Devon & Cornwall Police) venue to be confirmed
- Friday 24th September 2021 Civic Ball* (to be hosted by immediate past Mayor, Councillor Mrs Johnson)
- *If future COVID restrictions/Government guidance allow. Invitations will be sent June 2021 if event proceeding.
- Sunday 7th November 2021 Civic Service
- Sunday 14th November 2021 Remembrance Sunday Service
- Monday 13th December 2021 Mayor’s Christmas Party
- Friday 8th April 2022 Civic Ball (to be hosted by current Mayor)

Please make the necessary arrangements to ensure that you can attend these Civic functions and events.

2. Drake’s Statue

Please be advised that a page has been added to Tavistock Town Council’s website with regard to the recent discussions and providing information about the life and times of Sir Francis Drake <https://www.tavistock.gov.uk/drake-statue>

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG
CIVIC YEAR 2020-2021
COUNCILLOR ATTENDANCE between 26th April – 1st June 2021

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
18 th May 2021	Introduction to VAT	Virtual	DALC	Nil
27 th May 2021	Finance for Councillors	Virtual	DALC	Nil

4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 26th April – 1st June 2021;

- 0 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 session (non-chargeable)

Note – during Covid bookings are not available.

5. Property Units Update

Residential - two residential properties have recently become vacant, the Flat at 15 Duke Street and 1 Market Road. Once any remedial works have been undertaken, both properties will be marketed.

Commercial - there are currently two vacant commercial properties. The details for the units are as below;

3 East End Stores – A Lease is currently being drafted for this property, and we anticipate the new tenants moving in shortly.

3 Pannier Market – this property became vacant on 1st April 2021. An existing tenant from another unit has been granted leave to use the unit as a 'pop up' shop for the next couple of months. However, a new long term tenant has now been identified, with negotiations on the terms of a new Lease currently being undertaken via the Council's Letting Agent.

Community – a request from the Tennis Club regarding a practice wall is being progressed and is listed elsewhere on the Agenda.

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. It has also facilitated a response to the BID Survey on behalf of the Council, in consultation with the Mayor, Deputy Mayor and Immediate Past Mayor. A review of arrangements for Member email accounts is being undertaken and reopening of the office to the public on a Covid safe footprint is being scheduled to coincide with the relocation of the Community Services management staff to the Guildhall in June.

7. Year End

Arrangements for financial year end are drawing to a close.

8. Website Accessibility update –

Ongoing testing of the TTC website pages is taking place. A few errors had been highlighted during this testing and a quote for costs has been obtained from Cosmic, who have now corrected the identified errors. 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)