

Assistant to the Town Clerk’s Report December 2021/January 2022
For Council Meeting 19th January 2022

1. Key Dates for all Councillors’ diaries;

Friday 8 th April 2022	Civic Ball
Monday 25 th April 2022	Mayor’s End of Term Party
Sunday 1 st /Monday 2 nd May 2022	Garden Festival (revised date due to Queen’s Platinum Jubilee Celebrations)
Thursday 5 th May 2022	Grants Presentation Evening
Thursday 2 nd – Sunday 5 th June 2022	Queen’s Platinum Jubilee (see below)

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

2. Grant Applications

Following receipt of 8 Grant Applications, totalling £ 9, 810.00, the Grants Panel met on 10th January to re-assess the Applications received following the amendments made to the Council’s Scoring Policy at the Council Meeting, held on 30th November 2021.

The Grants Panel’s recommendations for Grants to be allocated are found elsewhere on this Agenda.

3. Office Closure

Following the Government’s updated advice for staff to work from home where possible, the Council Offices closed again on Wednesday 15th December 2021.

One member of staff is in the building each day to answer the telephone, deal with post etc., with remaining staff either working from home or providing support in the Pannier Market. The situation will be reviewed when Government advice is updated.

Access by Councillors and members of the public is by prior appointment only.

4. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 30th November 2021 – 18th January 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
2 nd December 2021	Future Communities 2021	Virtual	NALC	Cllr A Hutton

13 th December 2021	Being a Good Councillor (Short Course)	Exeter Court Hotel Kennford Nr Exeter	DALC	None
Various dates 15 th December 2021 to 15 th March 2022	Being a Good Councillor (4-part)	Virtual	DALC	None
17 th January 2022	Chairmanship	Virtual	DALC	Cllr Mrs U Mann
18 th January 2022	Neighbourhood Planning	Virtual	DALC	None

5. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 30th November 2021 – 18th January 2022;

- 5 non-chargeable meetings (internal meetings, or a TTC representative attending on behalf of TTC, partner organisations or Mayoral events) however these continue to be limited pending a return to Council Meetings in the Chamber
- 0 chargeable meeting/training session
- 0 training session (non-chargeable)

6. Property Units Update

Residential – there is currently one available residential property;

- Cemetery Lodge – as previously reported, this property requires some remedial and refurbishment works prior to re-letting, which are anticipated to be significant. Once completed a new tenant will be sought, although an expression of interest has been received.

Commercial - there is currently one vacant commercial property. An update on this property is as follows;

- 3 Pannier Market – as previously reported, terms had been agreed on a Lease for a long term tenant however they withdrew from the process prior to completion. The unit has been re-marketed, with two expressions of interest being progressed via the Council's Letting Agent.

7. 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. Priority is currently being attached to arrangements to market test/tender insurance services by April (as notification has been received from its Brokers that the Councils current insurer is withdrawing from this market place).

8. 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
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