

## Assistant to the Town Clerk's Report

(February/March 2018)

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### 1. Dates for your diary

Civic Ball	Friday 13 <sup>th</sup> April 2018
Grants Presentation Evening	Wednesday 25 <sup>th</sup> April 2018 <b>(please note change of date)</b>
Mayor's End of Term Party	Monday 21 <sup>st</sup> May 2018

### 2. Planning Training for Members

As previously requested by Council, I have arranged Planning Training in our Council Chamber on Tuesday 29<sup>th</sup> May 2018 (start time to be confirmed) immediately prior to the Development Management & Licensing (DM&L) Committee Meeting due to be held that evening. Should there be sufficient spaces available, I am planning to offer this training to local Parish Councils to help offset the costs of providing it.

All Tavistock Town Councillors are encouraged to attend this training, whether or not they sit on the DM&L Committee.

Further information will follow and Members are requested to confirm their attendance.

### 3. Activity Log

#### CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2017-2018  
(COUNCILLOR ATTENDANCE)  
(13<sup>th</sup> February – 26<sup>th</sup> March 2018)

DATE OF MEETING	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
8 <sup>th</sup> March 2018	Preparing for Audit	Exeter	DALC	-
22 <sup>nd</sup> March 2018	New & Existing Councillors  (TAP Funded)	Tavistock	DALC/Severn Net	Cllr Ms L Crawford Cllr P Ward

### 4. Council Chamber Bookings

Chamber bookings (not including Council meetings), from 13<sup>th</sup> February – 26<sup>th</sup> March 2018:

- 15 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)

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.

**5. Property Update**

There are currently no vacant residential properties, and the only vacant commercial premises (Unit 3, East End Stores) is being utilised as explained in previous reports.

**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 is anticipated that a report on office staffing will be brought forward in April 2018.

**7. Organisational Matters** – work in connection with the re-tendering of Council insurance services is ongoing. There is also the matter of preparation for the implementation of the General Data Protection Regulation.

Events for Mayor's Diary: The events up to February 2018 are posted on the Council's website.

Prepared by;  
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**Assistant to the Town Clerk**