

Assistant to the Town Clerk’s Report March/April 2022
For Council Meeting 12th April 2022

1. Key Dates for all Councillors’ diaries;

Monday 25 th April 2022*	Mayor’s End of Term Party
Wednesday 27 th April 2022	Official Opening Reception for the Guildhall
Sunday 1 st /Monday 2 nd May 2022	Tavistock Country Garden Show (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 Celebrations

*The deadline for responses to the Mayor’s End of Term Party is Wednesday 13th April, if you have yet to respond we would be grateful if you could do so by that date in order that catering can be accurately booked.

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

2. Opening Reception for Tavistock Guildhall

Plans are now under way for the official Opening Reception for Tavistock Guildhall to thank those partners who have made the completion of the restoration works and opening of the Gateway Centre possible.

The deadline for responses is Thursday 14th April 2022, and all Members who have yet to respond are asked to do so by that date. Space is limited for the event and once the initial deadline has been reached, invitations will be sent to those who are on the Reserve List subject to capacity.

3. Activity Log

CONFERENCE & TRAINING ACTIVITY LOG

CIVIC YEAR 2021-2022

COUNCILLOR ATTENDANCE between 1st March – 11th April 2022

DATE OF MEETING or TRAINING SESSION	SUBJECT	LOCATION	ORGANISER	COUNCILLORS BOOKED TO ATTEND
<p><u>Part 2</u> – Powers, Duties and the Precept 30th March 2022 (6pm – 7pm)</p> <p><u>Part 3</u> – Local Council Meetings</p>	Being a Good Councillor (4 – part)	Virtual	DALC	Cllr Ms T Eperon

1 st March 2022 (1pm – 2pm)				Cllr Ms T Eperon
Part 4 – The Council’s role in the community 2 nd March 2022 (6pm – 7pm) or 15 th March 2022				Cllr Ms T Eperon

4. Council Chamber Bookings

Chamber bookings (not including Council Meetings), from 1st March – 11th April 2022;

- 6 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)

5. Property Units Update

Residential – there is currently one available residential property, with another becoming vacant on 30th April 2022;

- Cemetery Lodge – as previously reported, this property requires some significant remedial and refurbishment works prior to re-letting, a new boiler has recently been installed. Once completed by the Work Dep’t a new tenant will be sought, although an expression of interest has been received;
- 1 Market Road – the current tenant has given notice to vacate the property on 30th April 2022, due to ongoing alleged issues with damp in the property and problems with parking in Market Road.
The property will not be re-let until these issues have been investigated/addressed.

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

- 3 Pannier Market – the new tenants took occupancy on 5th April 2022, and are planning to open in early May.

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. Priority was recently being attached to arrangements to market test/tender insurance services by April and there has been various activity around operating arrangements for the booking of Council premises. Arrangements presently are in hand for the recruitment of a Financial Administrator.

7. 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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